

Application for membership

Dear Madame or Sir

Thank you for your interest in joining the General Self-Regulatory Association Poly-Reg.

In favor of all our members, PolyReg is striving for an efficient onboarding process. As an organisation without ties to specific association we are supervising a number of small-, medium-sized as well as large companies from different lines of work. Thus, it might occur that certain aspects of this application form are not applicable to you or your company or that certain representatives of your company need to be mentioned multiple times over the course of completion.

We recognise that the completion of the application form together with all necessary supplements requires a considerable effort. Please make sure that you read all the guidelines carefully and that the application form as well as the supplements are complete prior to sending it to us by mail. In case of questions, you are welcome to contact our office.

The membership requirements are specified within the Federal Act on Combating Money Laundering and Terrorist Financing (AMLA), the association statutes (see §§ 3-5) and our regulations (see § 4).

Please note that, by signing the application form, you are submitting yourself to certain obligations, in particular to the internal arbitration regime set forth in § 35 ff. of the statutes.

SRO PolyReg is looking forward to a good cooperation with you.



Denise Pezzatti, Director SRO PolyReg

Deliver or send to:

PolyReg
Allg. Selbstregulierungs-Verein
Florastrasse 44
8008 Zrich
+41 (0)43 488 52 80

Information about the applicant

Firm: Individuals without a registered firm are asked to enter their first name and surname with the initials of middle names if applicable and their usual job title.

Legal form: Please select one of the following designations of the Swiss law. In case of a foreign firm, please use the designation of the foreign country and provide an indication of the applicable foreign law.

- Association
- Stock corporation (AG)
- Sole proprietorship
- Simple society
- Limited liability company (GmbH)
- Foundation
- Cooperative
- General partnership
- Limited partnership
- Limited joint-stock company
- Swiss branch of a foreign company

Company headquarters: Please enter the location of the headquarters in Switzerland. If not applicable, enter the headquarters location abroad together with the location of the main branch within Switzerland.

Branches / place of business activity: Please enter all Swiss and foreign branches as well as all places of business activity within Switzerland. If there are a large number of branches, a reference to the firm's entry in the register of companies will suffice, as long as the entry contains all the branches.

Firm:	
Legal form:	
Company headquarters:	
Branches / places of business activity:	
Telephone numbers:	
Fax numbers:	
E-mail address:	

Enclosures:

Copies of the certified statutes; reference letter by a bank or a business partner; **copy of the extract from the debt collection register; business plan.** All applicants with an entry in the register of companies, or who are obliged to be entered in it (as is the case with general partnerships and all the above types of company listed thereafter) must enclose a **current entry from the register of companies.** In the case activities requiring **government approval** a copy of this approval must be enclosed.

Complete information on the business

Applicants without legally defined business goals should give a short description of their fields of activity.

If, in the course of the firm's activity as a financial intermediary, mass contracts with pre-determined terms and conditions or model contracts are used, copies of these terms and conditions / contracts are to be enclosed.

Date of foundation of the firm:	
Planned date for the start of operation as financial intermediary*:	
Description of business goals; information from the register of companies or the statutes:	
GTC / Model contracts?	
Business address (if not the same as the company headquarters):	
Membership of professional organisations:	
Homepage:	

Enclosures:

Terms and conditions / contracts (if available).

* Without a SRO membership, the business activity as financial intermediary on a professional basis within Switzerland is prohibited according to Art. 11 of the Ordinance on Combating Money Laundering and Terrorist Financing.

Contact person

Please provide the information about the person solely responsible for the communication with PolyReg.

The person has to be authorized to legally represent the firm in all matters concerning PolyReg and needs to be registered in the register of companies.

The contact person must be directly available via phone number. Please provide the private as well as the work address, if it differs from the company headquarters.

Surname:	
First name:	
Date of birth:	
Place of origin / nationality:	
Private address:	
Work address:	
Work phone number (direct line):	
Mobile phone number:	
E-mail Address:	

Enclosures:

The contact person is asked to enclose a **dated and signed copy of their passport or identity card, curriculum vitae** (especially one detailing training and professional career), a copy of their **diploma / degree certificate** relevant to their career, an original **current extract from the criminal register** as well as a **personal statement** (see p. 16).

Information about the commercial environment of the company

PolyReg has to ensure the impartiality of controlling bodies and members of the arbitration tribunal. The information provided will be treated as strictly confidential. Only the names of shareholders with a stake of at least 20% of the capital or voting rights need to be entered.

Shareholders with a stake of at least one third of the capital or voting rights must have a criminal record without relevant entries.

Shareholding structure (shareholders/partners)

1. shareholders/partners	
2. shareholders/partners	
3. shareholders/partners	
4. shareholders/partners	
5. shareholders/partners	
6. shareholders/partners	
7. shareholders/partners	

The following shareholders dispose of at least one third of the capital or voting rights (enter number 1.-7.): _____

Enclosure:

An original of the **current extract from the criminal register** should be enclosed per shareholder with at least one third of the capital or voting rights.

If the shareholder is a legal entity, a **form A or K** must be enclosed (download via www.polyreg.ch).

Business activity:

Please enter a short, precise description of the firms field of activity under the appropriate headings and indicate the percentage of the firms AMLA activity in regards to the total business activity.

Relevant for the membership are activities that give you power of disposal over your clients' assets (see also Art. 2 para. 3 AMLA).

Asset management	
Currency exchange	
Foreign exchange trading	
Investment company	
Commodities and precious metals trading	
Transport and safekeeping of assets	
Fiduciary activities	
Payment transaction services	
Credit, leasing, factoring, forfaiting business	
Money transfer	
Lawyers and notaries*	
Distributor of investment funds / Client advisers according to FinSA*	
Other	
Share of AMLA activity in %	

* Can only be stated in combination with another activity.

In the event that you need to enter more than one person's details, you may copy this page. Please enter the **name** here:

Involvement in other enterprises:

Information about the capital holdings ($\geq 10\%$) and personal involvements of your firm and the people registered in the register of companies (Seat on the BOD etc.) regarding other companies (subsidiaries or economically/personally affiliated companies).

Type of involvement:	
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Name of related enterprise:	
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Type of involvement:	
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Name of related enterprise:	
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Type of involvement:	
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Name of related enterprise:	
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Type of involvement:	
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Name of related enterprise:	
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Type of involvement:	
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Name of related enterprise:	
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Type of involvement:	
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Name of related enterprise:	
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In the event that you need to enter more than one person's details, you may copy this page. Please number each respective page consecutively:

Nr.

Information about the internal organisation of the firm

Enter below the personal details of the people who are responsible for running the firm from a legal standpoint, as the management or the managing board, as the executive, as owners of the firm or as partners. Swiss citizens should enter their place of origin, foreigners their country of birth and nationality.

Board of directors, executive and management:

Position in organisation:	
Signatory powers:	
Title, first name(s) and surname:	
Date of birth:	
Place of origin/ nationality:	
Home address:	
Home phone/ fax number:	
E-mail:	

Yes, the mentioned person is operationally active.

Enclosures:

A current **organigram** of the firm (for more than 4 persons) and, for each member of the management, a **signed copy of their passport or identity card, curriculum vitae** (especially one detailing training and professional career), a copy of their **diploma / degree certificate** relevant to their career, a **personal statement** (see p. 16) as well as an original of the **current extract from the criminal register** should be enclosed.

Auditor(s)

If the applicant's business undergoes statutory or official auditing, the auditor's details must be entered below.

If the auditor is a legal entity, it is sufficient to provide the name of the audit firm and the firm's address along with an extract from the register of companies concerning the auditing firm. Otherwise the personal details of the auditor(s) must be entered below.

Surname / Firm:	
Firstname(s)	
Date of birth:	
Place of origin / nationality:	
Firm's address / Address:	
Telephone number:	
Fax number:	

Enclosure:

Copy of the **extract from the register of companies** regarding the auditing firm.

AMLA audit by the applicant's own auditor

PolyReg may allow a member, in accordance with §34 of the statutes, to carry out the AMLA audit through its own auditor, if the latter is a PolyReg-approved auditor.

The auditor has to submit a declaration of acceptance which reflects the commitment to carry out the audit mandate from PolyReg, for the account of the applicant and to report to PolyReg the results of the audit.

Yes, we would like to be inspected by our own auditors.

Enclosure: **Declaration of acceptance** by the auditor.

In the event that you need to enter more than one person's details, you may copy this page. Please number each respective page consecutively:

Nr.

Employees:

Please enter the number of employees in the customer relations, administration and compliance departments who carry out tasks in connection with the provision of financial services (defined by Art. 2 Paragraph 3 AMLA) or who take care of AML-relevant Duties of Due Diligence.

Customer relations:	
Administration:	
Compliance:	

Personal details of all employees included in the above statistics:

Title, first name(s) and surname:	
Date of birth:	
Authorisation or signatory powers and professional qualification:	
Place of origin / Nationality:	
Home address (street and house number, postcode and town):	

Enclosure:

If there is a very large number of employees, a **separate list** of the personal details can be enclosed instead.

Auxiliary persons / involvement of third parties:

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Are you planning on outsourcing the business activity as a financial intermediary to an auxiliary person? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Are you planning on delegating the AMLA due diligence ? | <input type="checkbox"/> | <input type="checkbox"/> |

Enclosure:

In case of **a)** for each **auxiliary person** in terms of Article 2 Paragraph 2 lit. b AMLO, please submit a **signed copy of the agency agreement**, a **copy of the passport or identity card** (dated and signed) as well as a **current extract from the criminal register**.

In case of **b)** for each **involvement of a third party** in terms of §38 Paragraph 2 of the regulations of PolyReg, please submit a request for the involvement of the third party as well as a written agreement.

In-house implementation of the Anti-Money Laundering Act

Financial intermediaries are obliged to clearly define and allocate the **in-house** responsibilities in regards to the fulfilment of the AMLA duties. One person may carry out several of the subsequently mentioned tasks. Please make sure that the responsible person has a residence in Switzerland.

Person responsible for the freezing of assets and the reporting (Art. 9 and 10 AMLA)

Title, surname and first name:	
Date of birth:	
Place of origin/nationality:	
Address:	
Tel. / Fax (home):	

Deputy for the above

Title, surname and first name:	
Date of birth:	
Place of origin/nationality:	
Address:	
Tel. / Fax (home):	

Person responsible for the management and monitoring of client files

Title, surname and first name:	
Date of birth:	
Place of origin/nationality:	
Address:	
Tel. / Fax (home):	

Training Officer

Title, surname and first name:	
Date of birth:	
Place of origin/nationality:	
Address:	
Tel. / Fax (home):	

Enclosures:

Signed copy of **passport or identity card**, **curriculum vitae** (especially one detailing training and professional career), a copy of their **diploma / degree certificate** relevant to their career, an original of the **current extract from the criminal register** as well as a **personal statement** (see p. 16) for all people mentioned on page 11 and 12 if not already provided.

Written policy for internal monitoring procedures

Financial intermediaries with **more than eight employees** engaged in AMLA activities have to create a written policy for internal monitoring procedures, which according to §41 paragraphe 7 of the regulations must include the following instructions and information:

- in which situations the SRO PolyReg must be informed;
- the procedure for establishing new business relationships;
- who in the organisation will decide on admission and continuation of business relationships with higher risk;
- the content and the management of AMLA dossiers;
- the archiving and storage of documents;
- assignment of tasks and responsibilities within the financial intermediary.

Enclosure:

Written **Policy**

Compliance-Policy for fintech activities

The financial intermediary, which is active in the field of fintech and new technologies, in particular in regards to **financial services which are conducted on the block chain, in regards to crypto currencies, token etc.**, has to submit a compliance policy in written form. In particular, this policy contains instructions and information, which:

- determine the nature of the business relationships (permanent business relations vs. cash transactions);
- make a distinction between bipartite and tripartite businesses;
- define the possible application of thresholds and the adherence to those;
- define the responsibilities, the timing as well as the manner of the performance of due diligence obligations.

Enclosure:

Written **Compliance-Policy**

In-house training

On the basis of §61 paragraphe 3 of the regulations, SRO PolyReg may authorise in-house trainings to be provided by the financial intermediary if there is a training officer with the necessary expertise. In that case, the financial intermediary must draw up a detailed training programme to be presented to the managing director for approval. The training concept shall provide information regarding:

- Number of new employees joining the AMLA section annually (average);
- which employees will take part in the training;
- type of training provided and the available infrastructure;
- frequency and duration of the courses;
- instructors;
- content of the courses.

Yes, we want to train our employees in-house.

Enclosure: Training programme.

Previous membership

No, we have never been a member of a self-regulating organisation.

Yes, we used to be directly subordinated financial intermediaries (**DSFI**)

Yes, we were previously a member of the following SRO:

Previous SRO:	
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We were expelled from our previous SRO as a financial intermediary.

We have never been expelled from a SRO as a financial intermediary.

(An)other SRO(s) has/have rejected our application for membership:

SRO which rejected you:	
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Enclosure: DSFI please submit the latest AMLA audit report and a conformity report on the entire DSFI supervision periode (see transitional provision amending the Anty Money Laundering Ordinance of 6 November 2019).

Authorisations and duty of information

Irrespective of whether or not the relevant authorisations are covered by the signatory powers, until further written notice the following is authorised:

Contact person:	
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Officials responsible for:

Freezing of assets and the reporting:	
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Deputy for the above:	
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Management and monitoring of client files:	
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Training:	
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The mentioned **contact person** is authorised and assigned to immediately inform PolyReg of any changes to the information provided and to provide any necessary information to the internal bodies of PolyReg (BOD and delegation, director, auditor, independent investigator, arbitration court) and the competent federal and cantonal authorities. Furthermore, he/she is legally authorized to receive on our behalf all communications and deliveries from PolyReg and the competent authorities.

The **person responsible for the freezing of assets and the reporting** as well as the **deputy** are authorized to inform the Money Laundering Reporting Office Switzerland (MROS), to freeze assets and to provide relevant information to the competent authorities. With the exception of the freezing of assets, this authorisation does not allow any instrumental action to be taken with regard to the firm's assets or those of its customers.

All people mentioned above are, in order to fulfil their duties, granted free and unrestricted access to files, electronically stored data, safes, lockers and office spaces including those of an appointed third party. The people mentioned above validate their acceptance of the assigned task in signing this form.

Place & date:

Signature on behalf of the financial intermediary:

Place & date:

Signatures of **all** people mentioned above:

In the event that you need to enter more than one person's details, you may copy this page. Please number each respective page consecutively:

Nr.

Personal Statement:

Each financial intermediary, partner, member of the board, executive or management, all authorized signatories as well as the various company officers (contact person, training officer, person responsible for the freezing of assets and the reporting, deputy of the latter, officer in charge of client files) must sign the following personal statement or has to explain below, why the statement cannot be signed. The financial intermediary should also obtain relevant statements from the remaining staff, which, however are not to be submitted.

I,

First name, surname:	
Date of birth:	

state herewith, in my capacity as owner, partner, member of the board or the management/wider management team of the financial intermediary,

Firm:	
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that I have not been and am not presently the subject of any criminal or administrative proceedings which has a direct bearing on my professional activities;

that I personally as a financial intermediary, partner, body or employee of a financial intermediary, have never been involved in a sanction or exclusion proceeding by an SRO;

that no financial intermediary I have worked for was ever excluded by an SRO.

Place & date:

Signature:

I cannot submit the above statement for the following reasons:

Reason for the proceedings:	
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Check list regarding enclosures:

This check list may be used to monitor all the required enclosures.

- Copy of the certified statutes
- Reference letter by a bank or a business partner
- Copy of the extract from the debt collection register
- Entry from the register of companies (original copy required!)
- Government approval of firm's activity (Ticino Patentino)
- Businessplan
- General terms and conditions
- Model contracts
- Personal statement (original required!) (page 16)
- Extract from the criminal register (original required!)
- Signed and dated copy of passport or identity card
- Curriculum vitae (principal, members of the executive board)
- Diploma / degree certificate (principal, members of the executive board)
- List of shareholding structure (page 5) as well as form A or K
- List of involvement in other enterprises (page 7)
- Organigram of the firm (for more than four persons)
- Extract from the register of companies regarding the auditor(s)
- List with personal details of employees / auxiliary persons / involvement of third parties (page 10)
- Written policy for internal monitoring procedures
- Compliance-Policy for fintech activities
- Training programme
- Auditor's declaration of acceptance regarding the AMLA audit
- Authorisations and duty of information (original required!) (page 15)
- General statement, dated and signed (page 18)

General statement

I/We state hereby with my/our signature(s) and the submission of the attached documentation that:

- *we have received the currently valid editions of the PolyReg statutes and regulations and have read and understood its contents;*
- *we agree to carry out our business activity according to the articles of purpose in the statutes and to respect and apply the statutes and regulations of the SRO PolyReg as laid down in the currently valid edition;*
- *we commit ourselves to the payment of the application fee and the annual fee demanded by the executive in accordance with the regulations;*
- *we recognise §§ 35 and subsequent as well as § 45 of the statutes, which provide for an arbitration court and a system of penalties, and we submit ourselves to the arbitration court and the system of penalties;*
- *we confirm the completeness and truthfulness of the information on the application form and the supplements;*
- *we commit ourselves to informing PolyReg without delay of any changes to the aforesaid information;*
- *we confirm that we have ascertained that all persons involved directly in the management and administration of our firm, all shareholders with more than a third of the capital or voting rights, together with all the employees who fulfill AMLA functions in the field of financial services, enjoy a good reputation, are not presently the subject of criminal or administrative proceedings in connection with their professional activities and can guarantee they will carry out impeccable business;*
- *furthermore, we confirm that we have ascertained through the organization of our firm and our in-house regulations that all obligations under the AMLA, the statutes and the regulations of PolyReg will be adhered to.*

Based on the statements above, I/we request the executive of the self-regulating association, PolyReg, to accept our membership application in accordance with Art. 24 AMLA with legal force.

Place & date

Signature(s) on behalf of the firm