



Dear Sir, Dear Madam,

We thank you for the interest shown in ARIF.

Before completing your application for affiliation, we recommend that you familiarise yourself with the Articles of Association, Rules and Directives of ARIF, available on the internet site of ARIF [www.arif.ch](http://www.arif.ch).

The membership rates and the list of documents to be supplied to complete your application are attached to this notice.

By decision of the Committee of 6 February 2012, and until further notice, no admission fees will be charged (usually CHF 1'250.- plus VAT). However, in case of express admission procedure, a fee will be charged.

Once your file is complete with all the documents required by Directive 1 of ARIF, and upon payment of the first membership fee, **the decision on your admission will normally be delivered in less than 30 days.**

Admission may be conditional on a in-depth review of your application. In this case, the Admission Commission, which meets at least once a month, will invite you for a brief interview to better understand your business activity.

With the exception of the criminal record, which must be submitted in original and not be older than six months, all the other personal documents can be provided in original copy (sometimes signed by the person).

To facilitate the application process, ARIF's secretariat will answer your calls for free at the telephone number +41 (0)22 310 07 35 from Monday to Thursday from 09:00 a.m. to 12:00 noon and from 01:30 p.m. to 05:00 p.m., and on Friday from 09:00 a.m. to 11:30 a.m. and from 01:30 p.m. to 04:00 p.m.

For more complex questions, we kindly ask you to contact us by email ([info@arif.ch](mailto:info@arif.ch)) or by fax at the number +41 (0)22 310 07 39.

The ARIF Committee



## ADMISSION FEE AND MEMBERSHIP FEES

**Please attach evidence of your payment to ARIF's account no. 249226-11 at CREDIT SUISSE, Geneva, clearing 4835, IBAN no.CH56 04 83 5024 9226 1100 0, of the first membership fee, calculated according to the following scale:**

By decision of the Committee of 6 February 2012, and until further notice, no admission fees will be charged (usually CHF 1'250.- plus VAT).

A fee of CHF 1'500.- (plus VAT) is charged in case of express admission procedure. <sup>3</sup>

SCALE OF MEMBERSHIP FEES	
Number of persons subjected*	Annual fee **
1	CHF 2'014.00
2 to 5 included	CHF 2'843.30
6 to 10 included	CHF 3'198.70
11 to 15 included	CHF 3'435.65
16 to 25 included	CHF 4'620.35
26 to 50 included	CHF 6'989.75
51 and more	CHF 9'350.15
<b>Additional annual flat-rate fee for the subjection to the Code of Deontology: CHF 861.60 **</b>	

\* Obligation to provide with a personal file

\*\* VAT 7.7% incl.

**If your application for admission is submitted after January 1<sup>st</sup>, the first membership fee (MLA and CoD) is reduced by half. <sup>2</sup>**

The annual subscription is due as soon as the application for affiliation is filed by the candidate. If the application for affiliation is rejected or withdrawn, 50% of the annual subscription amount will be retained by ARIF as a flat-rate fee for processing the application. <sup>1</sup>

**We draw your attention to the fact that your affiliation cannot take place before your payment.**

As an indication, and in answer to a frequently asked question, your application for affiliation will be dealt with in the following manner:

1. Your application must be absolutely complete and you must have paid the first membership fee;
2. Once complete, your application for affiliation will then be examined by the Admission Commission composed of a delegation of members of the ARIF Committee, which will decide about your application; refusals will be submitted to the ratification of the ARIF Committee;
3. You will immediately be informed in writing of the decision taken, which will be notified to FINMA.

<sup>1</sup> According to a Decision of the Committee of December 10, 2012

<sup>2</sup> According to a Decision of the Committee of June 3, 2013

<sup>3</sup> According to a Decision of the Committee Board of August 22, 2016

## SUMMARY LIST OF DOCUMENTS TO BE SUPPLIED

Concerning the applying financial intermediary:

1. the application form for affiliation to ARIF (Directive 1), fully completed, dated and bearing the original signature of the person(s) authorised to engage the applying financial intermediary;
2. a reproduction of the data concerning the financial intermediary entered in a Commercial Register in Switzerland or abroad, if this register is freely and gratuitously accessible by Internet, or, failing this, an original extract of his entry in the said Register, certified true, which must not be older than three months;
3. if the firm has more than 5 persons taking part in your business subject to the MLA, a relational organisational chart specifying the name and function of each of these persons within the financial intermediary, dated and signed in original;
4. if necessary, a description of the existence, the nature (holding, shareholding, consolidation, financing, family etc.), and the importance of your legal or business links with other natural persons and/or legal entities, which exercise a dominant influence on their activity or on that of the financial intermediary, or with whom it forms a group, dated and signed in original;
5. the declaration of acceptance of his mandate by an approved MLA Auditor, dated and signed in original;
6. the copy of the receipt for your payment of the first membership fee;

and for all members of partnerships or managing members of limited liability companies, members of boards of directors or of foundation boards or of association committees and all other management members with general powers, and for all subordinated employees, trainees and auxiliaries taking part in business subject to the MLA, including the MLA Officer (except the case of exemption provided for by Directive 1, fig. 4):

7. an ordinary copy of a valid passport or identity card;
8. an ordinary copy of residence authorisation (for foreigners domiciled in Switzerland) or of work authorisation (for frontier workers);
9. the **original** extract of the criminal records of the country of residence, not older than six months;
10. the *curriculum vitae* in original form, dated and signed by the person concerned, containing at least his civil status, his private address, his education and his professional career. (If undated, the document is deemed to be dated on the day of its receipt by the secretariat);
11. the simple copies of diplomas and certificates of employment or, failing this, a written, dated and undersigned attestation on honour explaining this default;
12. the certification, as notified in the application form, dated and signed in original by the person concerned, that he has not suffered any condemnation and is not the subject of any ordinary criminal or administrative proceedings having any relation to his professional activity or, otherwise, the description, dated and signed in original by the person concerned, of the condemnations suffered or proceedings in progress, and all documents and data useful in order to evaluate their seriousness.