

MUTATION NOTIFICATION

MEMBER :

N° :

In accordance with fig. 4 of the Directive 1 of ARIF

You must provide a comprehensive personal file for all your bodies (members of partnerships, 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 your subordinated employees and auxiliaries taking part in your matters governed by the MLA, including your MLA Officer.

Are exempted from the obligation to provide a complete file:

- *the members of partnerships or of limited liability companies, members of boards of directors or of foundation boards or of association committees, composed of at least ten persons, and only with regard to those persons having neither any operational activity, nor any power of signature;*
- *the non-managing members of limited liability companies having neither any operational activity, nor any power of signature.*

Information for the person :

Names, first names:

Position in the company:

Since:

Documents to provide :

- certified true copy by a notary, by the Swiss Post or by ARIF, of a valid passport or identity card ;
- original of extract of criminal records of country of residence, dated within the last three months;
- *curriculum vitae* in original form, signed and dated by the person concerned, containing at least his civil status, his private address, his education and his professional career ;
- photocopy of diplomas, countersigned by the person concerned *;
- simple photocopy of certificates of employment, countersigned by the person concerned *.

** or, failing this, a written, dated and undersigned attestation on honour explaining this default.*

Declaration of non-prosecution signed by the above-mentioned person :

“I hereby certify that I have not suffered any condemnation and that I am not the subject of any ordinary criminal or administrative proceedings having any relation to my professional activity”.

Names, first names, place, date and signature:
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In case the above declaration cannot be signed by the person, please attach the description, dated and signed in original, of the condemnations suffered or proceedings in progress, and all documents and data useful in order to evaluate their seriousness.