

Guidelines

for applications for

- **new registrations;** and
 - **follow-up documentation**
- of untied insurance intermediaries who are **employed individuals**

Version of 22 December 2023

Purpose

These guidelines are intended to help untied insurance intermediaries who are employed individuals to complete applications for new registrations and follow-up documentation. They do not give rise to any legal rights. The guidelines set out the information and documentation that are required in order to apply. However, this does not preclude the applicant from providing additional information, neither does it preclude the Swiss Financial Market Supervisory Authority (FINMA) from requesting further information and documentation.

I. Submitting an application on the survey and application platform

Access to FINMA's survey and application platform (EHP) is required to submit a new registration or follow-up documentation. The survey and application platform is accessible via the FINMA portal.¹ One-off registration on the FINMA portal is required to submit a new registration or follow-up documentation to FINMA via the survey and application platform.²

¹ [Access to the EHP for insurance intermediaries](#)

² The document [Registration of insurance intermediaries](#) contains step-by-step instructions on how to register.

II. Documentation to be submitted

Before starting an application for new registration or follow-up documentation on the EHP, please check whether you have all the required information and documentation to hand.

All insurance intermediaries who wish to register in FINMA's public register for the first time or are already registered on 1 January 2024 and are obliged to provide follow-up documentation³ must submit a completed application for new registration or follow-up documentation to FINMA in accordance with Article 41 of the Insurance Supervision Act (ISA; *SR 961.01*) in conjunction with Art. 184 of the Insurance Supervision Ordinance (ISO; *SR 961.011*) and Article 216c para. 5 ISO. Applications for follow-up documentation must be submitted electronically to FINMA by 30 June 2024 at the latest.

Employed individuals must submit at least the following documents and forms to FINMA via the EHP in an application for new registration or follow-up documentation:⁴

- Copies of all relevant pages⁵ of an official identity document with a photo (e.g. passport, identity card);
- OASI no.;
- CV with details of the person's professional career and relevant qualifications;
- Confirmation from the employer;
- Their employer's UID⁶ or FINMA registration no.⁷;
- Proof of qualifications in accordance with the [list recognised by FINMA](#);
- Criminal records disclosure or similar document from a competent foreign authority (no more than 3 months old and covering the last 10 years);
- Excerpt from the debt collection register or similar document from a competent foreign authority (no more than 3 months old and covering the last 5 years);
- Declaration on any pending or completed legal proceedings;
- Declaration on other board or executive mandates, employments and part-time/voluntary positions;
- Declaration on qualified participations in companies (of over 10% of the capital or voting rights);

³ The information and documentation that needs to be submitted for employed individuals is identical for new registration and follow-up documentation.

⁴ The information and documentation to be submitted is set out in Annex 6 no. 3 ISO.

⁵ The pages containing information on the person, their signature etc. should be copied.

⁶ A company's UID can be searched in the [Central Business Name Index](#).

⁷ The FINMA registration no. consists of an "F", followed by 8 digits and can be obtained in FINMA's public register.

- A signed version of the application for new registration or follow-up documentation.

Further information may be requested on a case-by-case basis.

II.1 Information on the employer or sole proprietorship/partnership

FINMA will create a technical link between the insurance intermediary and the employer or sole trader/partnership in the register. In order to do so FINMA requires the UID of the employer or sole trader/partnership, or alternatively their FINMA registration number.

FINMA also needs confirmation from the insurance intermediary's employer stating that the person applying for registration is employed by them.

II.2 Qualification requirements

In accordance with Article 43 ISA, intermediaries must have the skills and knowledge required to carry out their work. FINMA verifies that they meet these requirements based on the proof of qualifications they submit. The requirements can only be met by means of a recognised diploma.

There is an exhaustive list of all [recognised qualifications](#) that meet the requirements on FINMA's website. These qualifications continue to be valid until 1 January 2026, the end of the statutory transition period in accordance with Article 90a ISA. Insurance intermediaries registered in FINMA's register on 1 January 2024 under the previous regime do not need to provide new proof of qualifications (Art. 216c para. 7 ISO). However, they are subject to the obligation to undergo further training within two years of recognition of the minimum standards.

II.3 Other board or executive mandates, employments and part-time/voluntary positions

The applicant must confirm in the application form that they either

- do not hold any other board or executive mandates and are not employed by any other legal entity or individual; or
- hold other board or executive mandates, employments and part-time/voluntary positions. In this case the applicant must state the name of the company where this work is carried out and the position held, as well as the number of days per year spent on it.

II.4 Pending and completed legal proceedings

Any of the following legal proceedings that are pending or have been completed in the last 10 years, in Switzerland or abroad, must be disclosed in the application form:

- a) civil, criminal, administrative, supervisory, disciplinary, debt collection or bankruptcy proceedings;
- b) disciplinary action against the applicant personally under their employment contract;
- c) criminal, administrative, supervisory and bankruptcy proceedings against legal entities where the applicant

is or was in a position where they could influence the legal entity's business activities. In particular, managing functions, other functions with significant responsibility and direct or indirect qualified participations (>10%) in the legal entity are considered to be positions with influence on its business activities. All such proceedings, even if they led to an acquittal or a decision not to prosecute or dismiss the case, must be declared.

A criminal records disclosure, or an equivalent document from a competent foreign authority if the applicant is resident abroad, must be included with this declaration. The disclosure may not be more than 3 months old and must cover the last 10 years. An excerpt from the debt collection register, or an equivalent document from a competent foreign authority if the applicant is resident abroad, which is no more than 3 months old and covers the last 5 years, must also be submitted.

II.5 Qualified participations in companies

The applicant must state in the form whether they hold stakes in other companies of over 10 percent of the capital or voting rights. If so, both the size of the stake in percent and the name of the company must be disclosed.

II.6 Details of electronic submission

The mandatory attachments and documents must be uploaded and submitted on the EHP under "Attachments" without any additional encryption or password protection. Please select the appropriate attachment categories⁸ on the EHP and add the relevant attachments.

⁸ A maximum of three attachment categories can be selected simultaneously per attachment.

Notes on files submitted with the application:

- The file names of the additional files submitted by the applicant should indicate the content of the files as clearly and concisely as possible. Due to system restrictions, please only use letters, numbers, full stops, hyphens and underscores in file names. No other special characters are permitted.
- PDF documents may not consist of a scanned image of a printed paper document. They must be in searchable text form that can be searched using a standard search function and from which excerpts can be copied.
- The completed application must be printed as a PDF document and the name of the applicant must be written on the last page in capital letters. Then the signed application must be uploaded on the EHP again and submitted together with the other documents.

III. Approval process

III.1 Fit and proper test by FINMA

In accordance with Article 41 para. 2 let. b ISA, insurance intermediaries must enjoy a good reputation and guarantee that they will meet the duties under the ISA. The documents listed under II.1 must be submitted to FINMA to allow an assessment of their good reputation and guarantee of good conduct.

III.2 Decision by FINMA on the application

Once the application has been reviewed and approved by FINMA, the applicant will be informed of its decision by email. In the event of a new registration, the applicant's details will be published in the public register for the first time after approval by FINMA. If an application for follow-up documentation is approved, the existing data will be updated in the register if necessary.

In accordance with Article 182d ISO, the public register contains the following information on untied intermediaries:

- Name and address;
- Legal form;
- The insurance branches the insurance intermediary is active in;
- The insurance intermediary's employer, if applicable;
- The date of first entry in the register;
- The registration number.

After the new registration application is approved, the applicant will be invoiced the new registration fee for individuals of CHF 350.00.⁹ Applications for follow-up documentation are free of charge.

⁹ See the FINMA Ordinance on the Levying of Supervisory Fees and Charges (SR 956.122), Annex no. 4.1