

Training/refresher course “fund distribution as financial service (applicable rules of conduct and organisation in Switzerland)”

Client advisers must have sufficient knowledge of the code of conduct of the Swiss legislation for the provision of the financial service “fund distribution” in Switzerland.

01 Sufficient knowledge of the code of conduct

FIFS offers a 2 - 3 hours training/refresher course “fund distribution as financial service (applicable rules of conduct in Switzerland)”. This training/refresher course has been accepted by the Swiss client adviser registers (e.g. <https://www.regservices.ch/en/client-adviser-registry/>) as proof of sufficient knowledge of the code of conduct of the new Swiss legislation.

Client advisers who complete this training/refresher course receive a certificate (evidence of training/course participation) proving that they have sufficient knowledge of the rules of conduct. If a client adviser must be entered in a Swiss client adviser register or must renew its registration (which is required after 24 months), the knowledge of the rules of conduct must be demonstrated by the client adviser. The FIFS-certificate will be accepted by the Swiss client adviser registers as proof of sufficient knowledge of the rules of conduct.

02 Information for FIFS training/refresher course “fund distribution as financial service (applicable rules of conduct in Switzerland)”

- › Duration: 2 - 3 hours
- › Type of training/refresher course: Via webinar or via physical participation
- › Content of training/refresher course:
 - › Concepts of the Swiss legislation
 - › Client segmentation
 - › Client adviser register and ombudsman’s office
 - › Behavioural & organisational obligations of the Swiss legislation - overview
 - › Organisational obligations
 - › Duty to provide information
 - › Duty to review (appropriateness and suitability)
 - › Obligation to document and to render account
 - › Transparency obligations and duty of care in relation to client orders
 - › Case studies / advanced questions
 - › Appendices (sample templates)

For further questions please contact: Matthias Lüdi (matthias.luedi@fifs.ch), Tel. +41 44 206 16 40

Legal note: The information contained in this document is of general nature and does not constitute legal advice. FIRST INDEPENDENT FUND SERVICES LTD (FIFS) processes personal data of participants in order to provide the training and to confirm to the authorities upon their request that the training has been fulfilled. As far as applicable, such personal data are name, function, title, address, telephone number and email address. FIFS will only transfer such personal data to the Swiss authorities upon their request and to its usual commodity sub-processors such as accountants, IT providers, hosting and telecommunication service providers. All personal data is processed in Switzerland, except when FIFS communicates with the participant and the participant is abroad. The data will be kept for a period of 10 years. The participant has the right to access his/her data, the right to rectification, to erasure, to restriction of processing, to be informed, to data portability to object to the processing. To exercise these rights, the participant can write an email to info@fifs.ch.