Bank Client Advisor certification

**Request to reactivate certificate**

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| 1. **Personal details** | | |
| Title | Mr | Ms |
| First name |  | |
| Surname |  | |
| Street/no. |  | |
| Postcode/town |  | |
| Tel. home` |  | |
| Tel. work |  | |
| E-mail |  | |
| Date of birth |  | |

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| 1. **Billing address (if different from home address)** | |
| Full address |  |
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| 1. **Certificate** | | | | | | | |
| Certification programme (select one programme only) | | Advisor Private Clients | | Advisor SME Clients | | Advisor Affluent Clients | |
|  | | Advisor Individual Clients | | Corporate  Banker CCoB | | Wealth Management Advisor CWMA | |
| Certificate no.: |  | Valid until: |  | | | | |
| Certificate language | | German | French | | Italian | | English |

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| 1. **Details of current employment** | | |
| Employer |  | |
| Employer’s address |  | |
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| Function/role |  | |
| Contact/line manager |  | |
| *Only for independent wealth managers (IWMs)* | *FINMA licence* | *Member of SRO:* |

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| 1. **Requirements for candidates** |
| At the time of reactivation, the candidate shall fulfil the following conditions:   * be employed by a financial institution (as defined in the programme) * have or participate in a client book or work independently as a specialist for clients in direct contact with them. This means being responsible for advising customers – either independently or as part of a team – and being in direct contact with them. * have a valid role for the programme in accordance with the certification programme * have completed all necessary recertification measures in accordance with point 6.   **Supplement for IWMs/financial intermediaries (please mark with a cross):**  The undersigned employer has a qualified framework contract in place with a bank licensed in Switzerland  is a member of an SRO accredited by FINMA and/or has a FINMA licence |

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| 1. **Reactivating an expired certificate for banking relationship managers** |
| Recertification measures must be completed in order to reactivate an invalid certificate. Different criteria apply depending on the period for which the candidate is not actively practising (between leaving their old role and starting their new one) and whether they start their new role after the above-mentioned certificate has expired (point 3). All possible scenarios are explained in detail in the "Guidelines for reactivating an invalid certificate":  **The employee leaves their old role and starts their new one before the above-mentioned certificate expires:**  The following measures must be completed:  *Short suspension* (old role left less than 18 months ago):  - Recertification measures (24 hours of study) until the above-mentioned certificate expires (send along with the reactivation request)  *Long suspension* (old role left between 18 and 48 months ago):  The following measures must be completed within six months of the candidate starting their new role and submitted together with the reactivation request:  - Recertification measures (24 hours of study)  - Passing the oral examination  **The employee starts their new role after the above-mentioned certificate has expired:**  The following measures must be completed within six months of the employee starting their new role and submitted together with the reactivation request:  *Short suspension* (old role left less than 18 months ago):  - Recertification measures (24 hours of study) for all expired recertification cycles  *Long suspension* (old role left between 18 and 48 months ago):  - Recertification measures (24 hours of study) for all expired recertification cycles  - Passing the oral examination  Submission conditions: - Request is completed in full.  - Above-mentioned criteria are met.  - Request is to be sent as a PDF or by post  Documentation to be submitted: - “Reactivate certificate” request  - Evidence of recertification measures (if certificate has expired)  - In the event of a long suspension: Confirmation that oral examination has been  passed  - Confirmation of the candidate leaving their old role and starting their new one  (from HR or the bank's certification office) |

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| 1. **Confirmation of roles** | | | |
| Left role on |  | Resumed role on |  |
| Official **confirmation of leaving and starting** the role must be enclosed with this request. These must be issued by HR or the staff responsible for certification at your bank. | | | |

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| 1. **Completed reactivation measures (if the candidate starts their new role after the above-mentioned certificate has expired)** | | | | | | | |
| **SAQ code for  measure** | **Measure  provider** | | **Measure  title/name** | **Start date** | **End date** | **Duration** (hh:mm) | **Evidence[[1]](#footnote-1)** |
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| **In the event of a long suspension (18 to 48 months):** | | | | | | | |
| **Date oral examination was passed** | | **Provider of oral examination** | | | | | **Evidence1** |
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A separate list of recertification measures is enclosed

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| 1. **Verification of the request** |
| If the request is successful, the certificate will be sent by post together with an invoice for the reactivation fee of CHF 100.00 plus, if the certificate has expired, CHF 190.00 for recertification. |

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| 1. **Confirmation and signature of candidate** | |
| By signing, the undersigned declares:   * that they accept the examination regulations and the reactivation guidelines; * that the information provided is complete and correct; * that SAQ, the personnel certification body, is permitted to obtain further information from the companies/institutions specified by me. | |
| Place, date: | Signature: |

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| **SAQ contact** | |
| **SAQ Swiss Association for Quality**  Bank Client Advisor – Personnel Certification  Ramuzstrasse 15  CH-3027 Bern | 🕿: +41 (0)31 330 99 00  E-mail: [banking@saq.ch](mailto:banking@saq.ch)  [www.bankenzertifikate.ch](https://www.saq.ch/bankzertifikate/services/) |

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| **To be completed by the certification body** | | **Request approved:** | | **Request rejected:** |
|  | Date | | Initials | |
| Administrator, Bank Client Advisor Certification |  | |  | |

1. **Evidence or confirmation must be provided for each measure:**

   * Participation in recertification measures which are carried out/offered by the employer can be verified by the employer's signature or with corresponding course confirmations.
   * Evidence of participation in all other recertification measures **must** be provided in the form of a course confirmation, diploma or similar from the provider.

   [↑](#footnote-ref-1)