**Application for recognition of recertification measures (RCM) for the certification “Client Advisor Bank”**

**1. Provider RCM**

|  |  |
| --- | --- |
| Applying institution |  |
| Address |  |
| Postal code / Place |  |
| Contact person |  |
| Professional phone number |  |
| E-mail address |  |

**2. Application**

When submitting RCM for the first time, the following documents must be included:

* This application form signed
* Completed Excel list "[Submission RCM](https://saq.ch/en/downloads/personenzertifizierung/kundenberater-bank/anerkennung-rezertifizierungsmassnahmen/muster-einreichung-von-rezertifizierungsmassnahmen.xlsx)"

In doing so, the provider accepts the "[guidelines for the recognition of recertification measures](https://saq.ch/en/downloads/personenzertifizierung/kundenberater-bank/anerkennung-rezertifizierungsmassnahmen/richtlinien-zur-einreichung-von-rezertifizierungsmassnahmen.pdf)" and confirms to have understood them and to comply with them at all times. This includes, among other things, the eligibility to submit RCM, the requirements for RCM, the fee model, and the handling of recognised RCM.

**3. Recognition by SAQ**

The recognition confirmed by SAQ is valid for the respective RCM and the corresponding certification programme(s). SAQ has the right at any time to request detailed content or quality controls for the recognised RCM. In case of non-conformity with the guidelines or in case of non-payment, the recognition is cancelled.

Place, date

Signature applying institution