



Swiss Cross-Border Wealth Management Certification

Regulations

1. General provisions

The Centro di Studi Bancari (CSB) offers the «Swiss Cross-Border Wealth Management Certification». The training consists of a foundation module (self-study) and specialized courses designed for specific countries, whereby the countries are selected based on the need of the Swiss financial market.

Successful participants receive a certificate issued by CSB. To obtain and maintain a certificate, candidates need to take initial courses as well as refresher courses, and they need to pass certain exams. The objective of these exams is to verify that the candidates have understood the content covered during the courses.

Certificates are issued per country, and the required exams are also organized by country. For each country, a country-specific exam is offered approximately two weeks after the end of the country-specific course. Each of these exams will be offered a second time approximately four weeks later as a supplemental exam.

Candidates are free to obtain country-specific certificates for different countries.

2. Examination Board

An Examination Board of at least two people will supervise the examination process. The Examination Board may request the opinion and the support of course faculty.

The Examination Board is also responsible for any appeals by participants. Its decisions on appeals are final.

3. Admission

Only those candidates who have registered for a country-specific course are admitted to the exam of that country and can obtain the respective country-specific certificate.

4. Exam fees

The exam fees for the first exam are included in the registration fee for the courses. The exam fee for the second, supplemental exam amounts to CHF 300 and is charged separately to the candidate.

Those candidates who withdraw their application for the exam due to valid reasons as stated under point 5 hereafter, have the possibility of enrolling for the supplemental exam without incurring additional fees.



Candidates who withdraw their application for other reasons will be required to pay an additional fee of CHF 300 for the supplemental exam.

5. Withdrawal for valid reasons

A withdrawal from the exam is only possible for valid reasons. Valid reasons are: Military service, illness, accident, maternity, or death in the family.

The withdrawal has to be communicated to CSB in writing and must be evidenced.

6. Exclusion

Candidates who use unauthorized means during the exam, who disturb the exam, who attempt to pass the exam by any other illicit means, will be excluded from the exam. The decision for exclusion rests with CSB, with the Examination Board being the body for appeals.

7. Subjects of the exam

The subjects of the exams are based on the content and the objectives of the training « Swiss Cross-Border Wealth Management » depending on the country the exam is referring to. This includes module 0 (foundation) and modules 1-3 (country-specific specialisations).

Candidates aiming to obtain the certificate for more than one country only need to pass the foundation module 0 one single time.

8. Mode of examination

The duration of the exam is 60 minutes and it is in written form. The exam takes place at a central location, usually in the same city where the course was held. Both the exam and the supplemental exam will be given in the language used during the courses to which the exam refers to.

The exams will take place in the presence of a representative from CSB who will ensure proper processes in accordance with the provisions of these regulations.

9. Evaluation

Candidates who score at least 60% have passed the exam. Those with a score of less than 60% have failed the exam. The result will only be expressed by the words « passed » or « failed ».

The candidate has the right to review his exam results at the CSB only in case of failure.



10. Appeals

Any appeal has to be submitted to CSB within 15 days of the exam date. CSB will pass on the appeal to the Examination Board for their decision (see also point 2 for reference).

A fee is charged to the candidate for an appeal. If the appeal has been accepted, this fee will be returned to the candidate.

11. Repetition of the exam

Candidates who failed the exam can participate at the supplemental exam by paying the extra fee of CHF 300.

In the case of failing the supplemental exam as well, candidates who desire the certification will need to enrol again and pay the related course fees again. Exams can then be taken again after participating in this course.

The number of courses and exams which the candidate may participate in is not limited.

12. Deliverance of the certificate

The participants who pass the exams will receive a certificate issued by CSB on which the passing of the exam for the corresponding country is noted.

Candidate can receive certificate for several countries, providing that they pass the respective exams.

13. Validity of the certificate

The certificates remain valid only as long as the certificate holders participate in refresher courses which are organised by CSB.

14. Refresher courses

CSB organises refresher courses for each country. The duration and the frequency of these refresher courses are determined by CSB based on the pace of changes in the countries concerned. The refresher courses usually require between one half and one full day per annum.

The objective for refresher courses is to be held one time only. Supplemental refresher courses can be offered for those unable to attend the first course, but attendance of these supplemental refresher courses comes at a higher fee. Only if the first refresher course has been missed for valid reasons as described under point 5 will there be no surcharge for attending the supplemental refresher course.



15. Data base

CSB will maintain a database listing the names of persons who have a valid certificate issued by CSB, and it will list for which countries this certification is valid. The database will also list the names of those persons whose certification issued by CSB has lapsed.

Candidates agree with their application that the above information in the database on the status of their certification is made available to their employer. It is the responsibility of the candidates/certificate holders to update CSB as to who their current employer is.

16. Validity

The current regulation is valid as of 1st of March 2018.