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Swiss Fund Services  
**oligo**



## CHANGING SWISS REPRESENTATIVE

Workflow for funds distributed to **non-qualified** investors

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Workflow for funds distributed to **non-qualified** investors

## STEPS

- The Fund or ManCo sends a cancellation letter to its current Swiss representative.
- A representation agreement is negotiated between the Fund/ManCo and Oligo.
- If the paying agent agreement has to be amended, a new one is also negotiated.
- The distribution agreement is amended.
- Oligo updates the KIID and prospectus with Oligo's name.  
If the paying agent has changed, the paying agent's name is also updated.
- Oligo sends FINMA drafts of the representation agreement and of the publication and requests oral pre-approval from FINMA.
- The agreements are signed.

- The Fund/ManCo and the custodian bank sign the updated prospectus for the formal request.
- The Fund/ManCo gets an attestation from its supervisory authority.
- The Fund's former representative signs the FINMA request for the change of representative, and sends it back to Oligo.

## WHO

Fund/ManCo

Fund/ManCo,  
Oligo

Fund/ManCo,  
Custodian Bank,  
Former Representative

Oligo uploads the announcement about the change of representative to Swiss Fund Data or Fundinfo.

After publication of the announcement, Oligo sends FINMA the formal request for the change of representative, including:

- the signed agreements mentioned above
- the published announcement
- the attestation from the supervisory authority
- the KIID and PPM

FINMA authorises the change of representative.

After 30 calendar days since the publication of the announcement, Oligo effectively becomes the Swiss representative for the Fund.

Oligo

FINMA



20  
BUSINESS  
DAYS

30  
BUSINESS  
DAYS