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| **Learn why Switzerland is an ideal location for your assets** | ÜRead [“Why Switzerland”](http://www.americanswelcome.ch/why-switzerland.php) |  |
| **Learn about Legal and Compliance issues** | ÜRead the subjects under [“LECO”](http://www.americanswelcome.ch/leco.php) |  |
| **Minimum amount of investment** | ÜDetermine approx. amount of investment, often there are minimum requirements noted in the Swiss SEC RIA listing or in the ADV Part 2 brochure. |  |
| **Find a Swiss SEC-registered investment adviser (SEC RIA)** | ÜGo to [“SEC RIAs – Alphabetical”](http://www.americanswelcome.ch/alphabetical.php) and read the various wealth managers’ SEC registrations and ADV Part 2 brochures. Make note of the Swiss SEC RIAs you would like to get to know. |  |
| **SEC registration** | ÜContains information about the SEC RIA’s business. |  |
| **ADV Part 2 Brochure** | ÜADV Part 2 brochure describes, in a narrative format, the SEC RIA’s business practices, fees etc. |  |
| **Review choice** | ÜReview the choice of your Swiss SEC RIA with your local, trusted adviser, if desired. |  |
| **Initial contact**  | ÜCall or email your Swiss SEC RIA of choice to request an initial conversation and ask how you can prepare for it on your side. |  |
| **Initial conversation** | ÜConsider the approximate amount of investment, the timeframe and your risk appetite, your preferred regions and kinds of investments. Discuss specific needs e.g. estate planning, trusts etc. Your Swiss SEC RIA is also well-versed in complex multi-jurisdictional, multi-generational issues. Your local, trusted adviser can join in, if desired.  |  |
| **Strategy** | ÜDiscuss and determine the overall strategy you are interested in, e.g. Conservative, Balanced, Dynamic or other special strategies etc.  |  |
| **Mandate** | ÜDiscuss and choose between a Discretionary or an Advisory Mandate. |  |
| **Discretionary Mandate** | Your Swiss SEC RIA manages your assets for you. |  |
| **Advisory Mandate** | ÜYour Swiss SEC RIA provides advise, you manage your assets yourself. |  |
| **Fees** | ÜFees are stated in the ADV Part 2. Depending on the amount of investment, fees may be negotiated. Your Swiss SEC RIA explains how the fees are charged to your account. |  |
| **Custodian bank** | ÜYour Swiss SEC RIA recommends one or more custodian banks, the choice is yours. |  |
| **Proposal/Information** | ÜRequest and review initial proposal/information.  |  |
| **Discuss proposal/information with your local, trusted adviser** | ÜIf desired, discuss proposal/information with your local, trusted adviser. |  |
| **Fine tune proposal** | ÜIf required, fine tune your proposal with your Swiss SEC RIA. |  |
| **Personal meeting** | ÜIf a personal meeting is required, decide if it is to take place in Switzerland (recommended) or in the United States, or in another country. |  |
| **Opening an account from the US** | ÜIf a personal meeting is not required, an account can be opened from the US.  |  |
| **Mandate agreement** | ÜYour Swiss SEC RIA provides you with the necessary mandate agreement to be signed. |  |
| **Account opening formalities** | ÜYour Swiss SEC RIA provides the necessary paperwork to open your account with the custodian bank and explains and walks you through the formalities, either over the phone or in person. |  |
| **Get required documents** | ÜOrganize the documents you need for the account opening formalities, e.g. notarized passport copy etc. |  |
| **Submit your account opening forms and documents** | ÜSubmit your forms and documents to your Swiss SEC RIA who checks them for accuracy and passes them to the custodian bank. |  |
| **Monitor account opening process** | ÜYour Swiss SEC RIA monitors the account opening process and gets back to you if additional information is required. |  |
| **Confirm establishment of account** | ÜYour Swiss SEC RIA confirms the date your account has been established and provides you with the documents. |  |
| **Transfer funds to your account** | ÜYour Swiss SEC RIA provides you with wire transfer instructions to your account with the custodian bank. You instruct your present bank to make the transfer accordingly. |  |
| **Monitoring/rebalancing your portfolio** | ÜYour Swiss SEC RIA monitors and rebalances your portfolio, provides reporting and discusses details with you regularly. |  |
| **FATCA reporting** | ÜThe custodian bank is responsible for reporting your account details to the IRS under FATCA regulations. |  |
| **Your reporting requirements** | ÜThe custodian bank provides the documents needed for you to fulfill all reporting requirements. Your Swiss SEC RIA will pass them on to you. Read [“Reporting requirements”](http://www.americanswelcome.ch/reporting-requirements.php). |  |
| **Paying taxes** | ÜYou will pay taxes due accordingly. |  |
| **Consult a tax adviser** | ÜYou can consult an experienced, Swiss-based US tax adviser and involve your local, tax expert, if required. See [“Tax advisers”](http://www.americanswelcome.ch/tax-advisers.php) |  |

**Your notes:**