

Step-by-step guide for the entry of reporting as an insurance intermediary

16 January 2025

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1 Introduction

This guide is intended to take you as authorisation coordinator (AC) of a legal entity or sole trader step-by-step through the survey and application platform (EHP) to enable you to complete and submit to FINMA the annual reporting as insurance intermediary. Please consult the [entry aid](#) if you have any technical questions about reporting.

2 Step-by-step guide

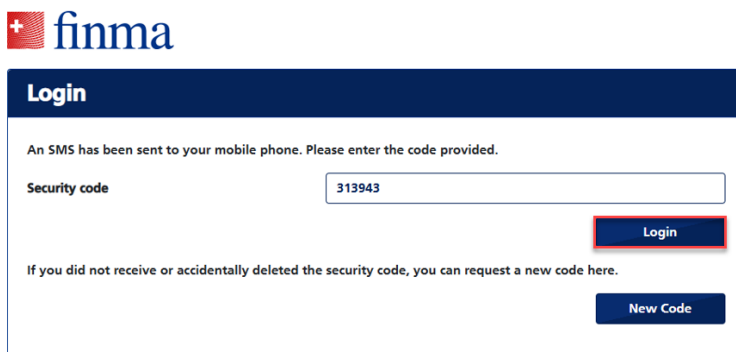
You will be sent an automated email. Click on the link in the email or log into the EHP via the following link: <https://ehp.finma.ch/overallsurvey>

- 1) Log in with your personal username and password.



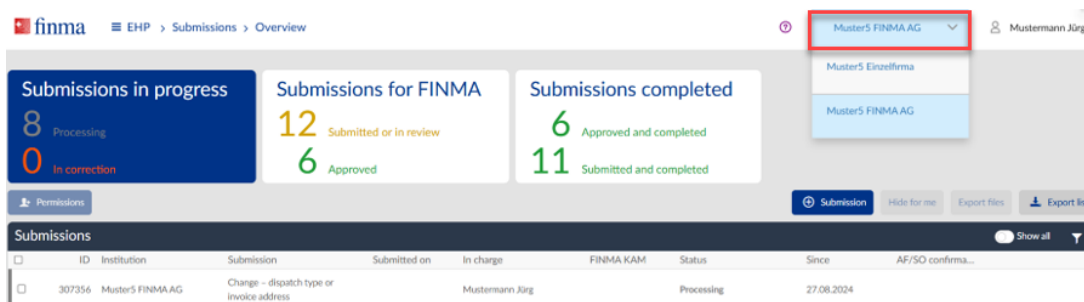
The screenshot shows the FINMA login interface. At the top left is the FINMA logo. Below it is a dark blue header with the word "Login" in white. The main area contains two input fields: "Username" with the value "Muster5FINMA@proton.me" and "Password" with masked characters. A blue "Login" button is positioned to the right of the password field.

- 2) Two-factor authentication: enter the six-digit code sent to you by text message.

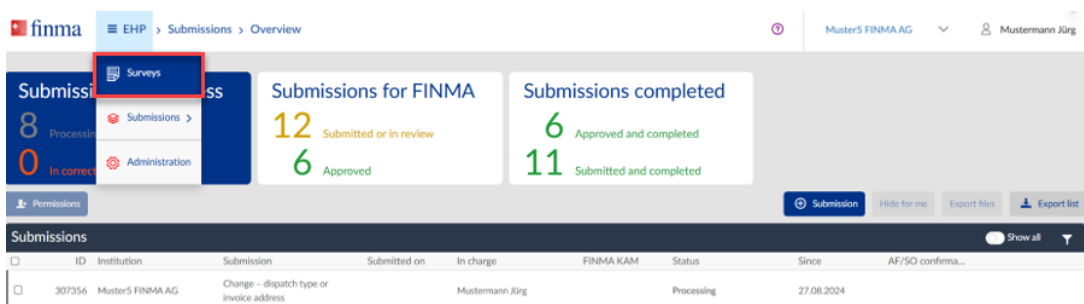


The screenshot shows the second step of the FINMA login process. It features the FINMA logo and a dark blue header with "Login". A message states: "An SMS has been sent to your mobile phone. Please enter the code provided." Below this is a "Security code" input field containing the number "313943". A blue "Login" button is to the right of the field. At the bottom, there is a link: "If you did not receive or accidentally deleted the security code, you can request a new code here." with a corresponding "New Code" button.

- 3) Ensure that you have selected the institution for which you wish to process and submit the survey in the drop-down menu on the top right.




- 4) Select "Surveys" in the menu in the top left corner.



- 5) The survey should be visible in the "Surveys" tile. Click on the symbol showing a person.



- 6) Click in the "Manager" field and select the person to process and submit the survey. Then save your entry. Only you or those users can be selected who are shown under the menu item "Administration" to have corresponding permissions (see section 3 of the [Online Help](#)).



Manage permissions - Muster5 Einzelfirma

Authorisation coordinator
Mustermann Jürg

Manager
Mustermann Jürg

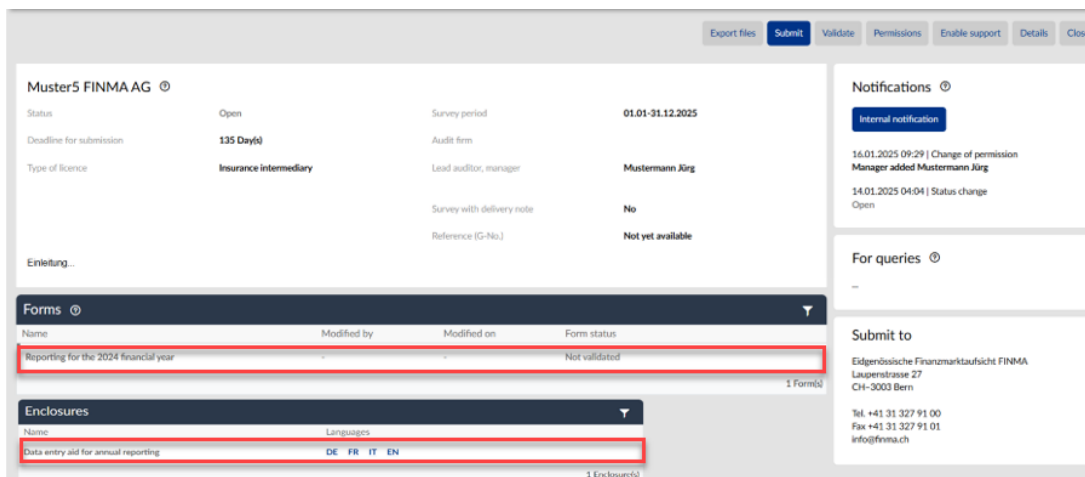
Cancel

- 7) The users listed under “Manager” can click in the area of the survey to open it.



ID	Description	Licence	Date of receipt	Submission date	Manager	Administrati...	FINMA KA...	Status	AI/SO confi...	Survey with dell...
Reporting for the 2024 financial year	Insurance intermediary	14.01.2025	31.05.2025	Mustermann Jürg				Open	No	

- 8) You will find the reporting under the “Forms” tile. Click on it and complete the survey. We recommend you to read the [entry aid](#) prior to or while doing this. This will enable you to understand better which details are requested.



Muster5 FINMA AG

Status: Open | Survey period: 01.01-31.12.2025

Deadline for submission: 135 Day(s) | Audit firm: Mustermann Jürg

Type of licence: Insurance intermediary | Lead auditor, manager: Mustermann Jürg

Survey with delivery note: No

Reference (G-No.): Not yet available

Forms

Name	Modified by	Modified on	Form status
Reporting for the 2024 financial year			Not validated

Enclosures

Name	Languages
Data entry aid for annual reporting	DE FR IT EN

Notifications

Internal notification

16.01.2025 09:29 | Change of permission Manager added Mustermann Jürg

14.01.2025 04:04 | Status change Open

Submit to

Eidgenössische Finanzmarktaufsicht FINMA
Laxenbühlstrasse 27
CH-3003 Bern
Tel. +41 31 327 91 00
Fax +41 31 327 91 01
info@finma.ch

- 9) Key figures stored in the survey will help you to avoid inconsistencies. Please also take note of the info points in blue.

	New policies for retail customers (number of policies)	New policies for business customers (number of policies)	New policies for professional policyholders (number of policies)
Non-life insurance	<input type="text" value="200"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
Supplementary health insurance	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
Life insurance	<input type="text" value="24"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reinsurance			<input type="text" value="0"/>
Total number of new policies intermediated *	Total new policies for private customers	Total new policies for business customers	Total new policies for professional policyholders
<input type="text" value="244"/>	<input type="text" value="224"/>	<input type="text" value="20"/>	<input type="text" value="0"/>

The total number of new policies in section 3.2 must match the number of new policies intermediated in this table.

- 10) If in section 3.5 you are unable to find the desired insurance company, select “Other insurance company” at the bottom of the drop-down menu and enter the name of the insurance company in the input field intended for this.

3.5 Remuneration

Definitions and explanations of the remuneration to be disclosed for the 2024 financial year.

- Closing commissions:** This is the remuneration paid by the insurance company to the insurance intermediary for concluding an insurance contract. It is a one-off performance-related payment based, for example, on a percentage of the agreed contract value. This amount should be reported on a gross and a net basis, i.e. before and after any transfer to the customer.
- Fees:** This is the remuneration that the insurance intermediary receives directly from the customer for the advice given. This remuneration is normally paid according to the actual work done, e.g. on the basis of the intermediary's hourly rate, but may also be a fixed payment.
- Portfolio commissions:** This is the remuneration paid by the insurance company to the insurance intermediary for the ongoing management of an insurance contract or portfolio.
- Rebates or other pecuniary benefits:** This relates to remuneration not covered by the above categories.
- Income from cooperation with partners:** The compensation paid by / income received from each cooperation partner must be listed here.

Note: Remuneration must be stated individually for each insurance company.

Exchange rates: The following exchange rates are to be used for conversion to CHF:

- USD 1 = 0.89 CHF
- EUR 1 = 0.93 CHF
- GBP 1 = 1.13 CHF

Name of insurance company *

Other insurance company

Name of insurance company *

.....

	Non-life insurance	Supplementary health insurance	Life insurance	Re insurance
Closing commissions on a gross basis	<input type="text" value="CHF 0"/>	<input type="text" value="CHF 0"/>	<input type="text" value="CHF 0"/>	<input type="text" value="CHF 0"/>

- 11) If your address details are no longer up to date or are incomplete, please correct or supplement them.

4. Up-to-dateness and correctness of the register entry

Postal delivery address

I confirm that the postal delivery address below is up to date

Yes No

If the postal delivery address below is not up to date, please answer "No" here and make the corrections below

Country: Switzerland

I have a P.O. box

Postcode *

Swiss postal address

Town/city *

Swiss postal address

Street name: teststrasse | Street number: 4

Additional address information:

Phone number (without spaces) *

Website of applicant company (if available):

- 12) Check at the end to ensure that all details have been entered and there are no longer any validation errors by clicking on "Check submission". Once the document has been successfully validated, you can save and close it.

Reporting for the 2024 financial year

English ▾

You own a lease on this document for another 29:41.
 Relinquish lease | Renew lease

5. Confirmation

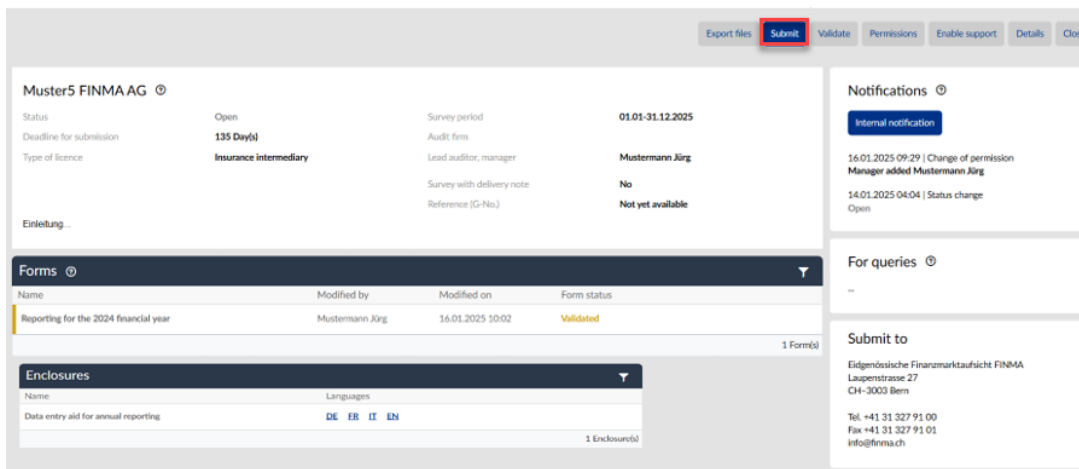
* I confirm that the information provided in this survey is complete, truthful and was provided in full knowledge of the criminal law provisions of the Swiss Federal Act on the Swiss Financial Market Supervisory Authority FINMASA and the Swiss Federal Act on the Supervision of Insurance Companies ISA (namely Art. 45 FINMASA, Arts. 86 and 87 ISA). FINMA reserves the right to review the details and to request supplementary information where necessary (see Art. 29 FINMASA).

Questions in connection with the reporting obligation that cannot be answered with the help of the entry aid should be sent to the following email address: vermittler.aufsicht@finma.ch

Document validated successfully!

PDF | **Check submission** | Save | Save and Close | Close

- 13) The validated document can be sent to FINMA via the "Submit" button.



Muster5 FINMA AG

Status	Open	Survey period	01.01-31.12.2025
Deadline for submission	135 Day(s)	Audit firm	
Type of licence	Insurance intermediary	Lead auditor, manager	Mustermann Jürg
		Survey with delivery note	No
		Reference (G-No.)	Not yet available

Notifications

- Internal notification
- 16.01.2025 09:29 | Change of permission Manager added Mustermann Jürg
- 14.01.2025 04:04 | Status change Open

Forms

Name	Modified by	Modified on	Form status
Reporting for the 2024 financial year	Mustermann Jürg	16.01.2025 10:02	Validated

1 Form(s)

Enclosures

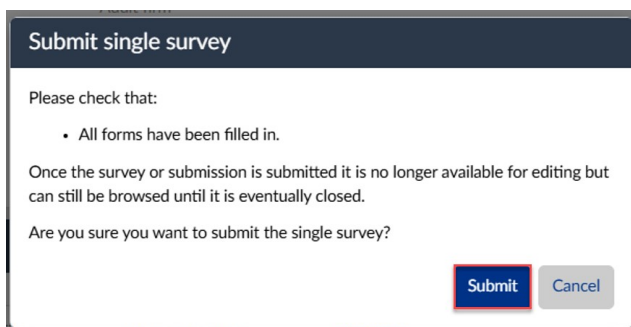
Name	Languages
Data entry aid for annual reporting	DE ER IT EN

1 Enclosure(s)

Submit to

Eidgenössische Finanzmarktaufsicht FINMA
 Lauperstrasse 27
 CH-3003 Bern
 Tel. +41 31 327 91 00
 Fax +41 31 327 91 01
 info@finma.ch

- 14) If you are sure you wish to submit the survey, click on “Submit” or cancel and carry out the necessary corrections.



Submit single survey

Please check that:

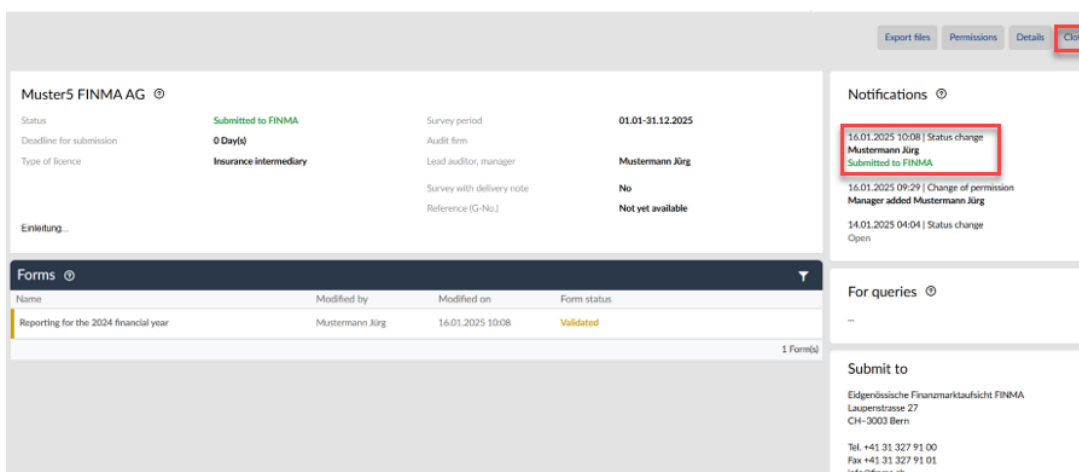
- All forms have been filled in.

Once the survey or submission is submitted it is no longer available for editing but can still be browsed until it is eventually closed.

Are you sure you want to submit the single survey?

Submit Cancel

- 15) The survey has been submitted to FINMA. Its status is now “Submitted to FINMA”. Close the survey.



Muster5 FINMA AG

Status	Submitted to FINMA	Survey period	01.01-31.12.2025
Deadline for submission	0 Day(s)	Audit firm	
Type of licence	Insurance intermediary	Lead auditor, manager	Mustermann Jürg
		Survey with delivery note	No
		Reference (G-No.)	Not yet available

Notifications

- 16.01.2025 10:08 | Status change Mustermann Jürg Submitted to FINMA
- 16.01.2025 09:29 | Change of permission Manager added Mustermann Jürg
- 14.01.2025 04:04 | Status change Open

Forms

Name	Modified by	Modified on	Form status
Reporting for the 2024 financial year	Mustermann Jürg	16.01.2025 10:08	Validated

1 Form(s)

Submit to

Eidgenössische Finanzmarktaufsicht FINMA
 Lauperstrasse 27
 CH-3003 Bern
 Tel. +41 31 327 91 00
 Fax +41 31 327 91 01
 info@finma.ch

Thank you.