



DOCUMENTS REQUIRED FOR THE 1ST BUSINESS ESTABLISHMENT PERMIT APPLICATION

- Proxy letter¹ **and**
- Proxy holder's ID document (*if the applicant's proxy is granted by the director*)
- Trade Register extract regarding the legal person, not more than 3 months old, **and**
- Description of the sole proprietorship's business activities
- Photocopy of the director(s) passport(s) (*if one of the directors is a locally established legal person, the current business establishment permit must be submitted; if one of the directors is a foreign legal person, a Trade Register extract regarding the legal person issued in its country of establishment must be submitted*)
- The director(s) Civil Registry extract (**with value of ang. 5,- or ang. 10,-**), not more than 3 months old (*for resident directors*) **or**
- Conduct certificate in respect of the director(s), not more than 3 months old, issued in the director's country of residence (*for non-residents*)
- Proof² of the business's status, if the business is:
 - a foreign business within the meaning of article 1 paragraph d. of the National Ordinance on the Supervision of Trust Service Providers (Landsverordening toezicht trustwezen);
 - a private foundation;
 - exempt under article 1a, section 1, paragraph f. of the National Ordinance on Corporate Profit Tax of 1940 (Landsverordening op de Winstbelasting 1940);
 - a legal person governed by public law established by national ordinance;
 - subject to a permit requirement, and is or will be subject to supervision under:
 - the National Ordinance on Permits of 1963 (Vergunningenlandsverordening 1963)
 - the National Ordinance on the Supervision of Banking and Credit Institutions of 1994 (Landsverordening toezicht bank- en kredietwezen 1994)

¹ Proxy holders who are civil-law notaries or attorneys at law do not require a proxy letter.

² Bylaws, permit or a certificate to that effect by the supervisory agency or by an expert (civil-law notary, attorney at law, tax professional or accountant).



- the National Ordinance on Corporate Pension Funds
(Landsverordening ondernemingspensioenfondsen)
- the National Ordinance on the Supervision of Trust Service Providers
(Landsverordening toezicht trustwezen)
- the National Ordinance on the Insurance Brokerage Business
(Landsverordening assurantiebemiddelingsbedrijf)
- the National Ordinance on the Supervision of Stock Exchanges
(Landsverordening toezicht effectenbeurzen)
- the National Ordinance on the Supervision of Insurance Companies
(Landsverordening toezicht verzekeringsbedrijf)
- the National Ordinance on the Supervision of Investment Institutions and Administrators
(Landsverordening toezicht beleggingsinstellingen en administrateurs)
- the National Ordinance on Economic Zones of 2000
(Landsverordening economische zones 2000)

For foreign directors:

- Copy of a valid residence permit **or**
- Certification of automatic admission by law for an indefinite period, **or**
- Certification to the effect that the National Ordinance on Admission and Expulsion does not apply **or**
- Naturalization Decree **or**
- Current director's license: **this must not be older than 5 years as from the date of issuing the application for the establishment permit or**
- Proof³ of investments made or to be made
- ANG 20.00 revenue stamp (*to be submitted at the time of receiving the permit*)

³ Business plan, statement from a bank or accountant's statement.



DOCUMENTS REQUIRED FOR ADDING OR CHANGING DIRECTORS

- Proxy letter⁴ **and**
- Proxy holder's ID document (*if the applicant's proxy is granted by the director*)
- Photocopy of the director(s) passport(s) (*if one of the directors is a locally established legal person, the current business establishment permit must be submitted; if one of the directors is a foreign legal person, a Trade Register extract regarding the legal person issued in its country of establishment must be submitted*)
- The director(s) Civil Registry extract (**with value of ang. 5,- or ang. 10,-**), not more than 3 months old (*for resident directors*) **or**
- A conduct certificate in respect of the director(s), not more than 3 months old, issued in the director's country of residence (*for non-resident directors*)
- Current director's license and business establishment permit
- ANG 20.00 revenue stamp (*to be submitted at the time of receiving the permit*)

For foreign directors:

- Copy of a valid residence permit **or**
- Certification of automatic admission for an indefinite period by law, **or**
- Certification to the effect that the National Ordinance on Admission and Expulsion does not apply **or**
- Naturalization Decree **or**
- Current director's license: **this must not be older than 5 years as from the date of issuing the application for the establishment permit or**
- Proof⁵ of investments made or to be made

⁴ Proxy holders who are civil-law notaries or attorneys at law do not require a proxy letter.

⁵ Business plan, statement from a bank or accountant's statement.



DOCUMENTS REQUIRED FOR AMENDMENTS TO THE NAME AND OBJECT

- Proxy letter⁶ **and**
- Proxy holder's ID document (*if the applicant's proxy is granted by the director*)
- Photocopy of the director(s) passport(s)
- Trade Register extract regarding the legal person, not more than 3 months old
- Current director's license and business establishment permit
- ANG 20.00 revenue stamp (*to be submitted at the time of receiving the permit*)

⁶ Proxy holders who are civil-law notaries or attorneys at law do not require a proxy letter.



DOCUMENTS REQUIRED FOR ADDRESS CHANGES

- Proxy letter⁷ **and**
- Proxy holder's ID document (*if the applicant's proxy is granted by the director*)

- Photocopy of the director(s) passport(s)

- Current business establishment permit

- ANG 20.00 revenue stamp (*to be submitted at the time of receiving the permit*)

⁷ Proxy holders who are civil-law notaries or attorneys at law do not require a proxy letter.