DOCUMENTS REQUIRED FOR THE 1ST BUSINESS ESTABLISHMENT PERMIT APPLICATION

- Proxy letter 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)
- Proof 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
  - Proof of investments made or to be made
  - ANG 20.00 revenue stamp (to be submitted at the time of receiving the permit)

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3 Business plan, statement from a bank or accountant’s statement.
DOCUMENTS REQUIRED FOR ADDING OR CHANGING DIRECTORS

- Proxy letter 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
- Proof of investments made or to be made

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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 letter\(^6\) 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)

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\(^6\) Proxy holders who are civil-law notaries or attorneys at law do not require a proxy letter.
DOCUMENTS REQUIRED FOR ADDRESS CHANGES

- Proxy letter 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.