

# Checklist Private limited company (BV) / Public limited company (NV)

## 1. Personal details of representatives

Of all authorized representatives as stated in the Chamber of Commerce (KVK) extract. By personal details we mean: surname(s), given name(s), (if applicable: preferred name), date of birth, country of establishment and nationality.

## 2. Personal details of beneficial owners / interested parties

Of persons who own more than 25% of the shares/interests and/or exercise control. By personal details we mean: surname(s), given name(s), (if applicable: preferred name), date of birth, country of establishment and nationality.

## 3. UBO registration

To obtain sufficient insight into the current beneficial owners of your company, we require your UBO registration.

## 4. Current organizational chart

Please note: the organizational chart must clearly show the ownership and/or control relationships. Use the full names and dates of birth of shareholders who hold more than 25% of the shares. The organizational chart must be no older than six months and must be signed by a director.

### 4.1 Shareholder register(s)

If you do not have an organizational chart, we would like to receive the shareholder register(s) of your company and of all intermediate entities up to and including the UBOs.

### 4.2 Certificate holders register

If a Stichting Administratiekantoor (STAK) is present within your BV structure, a certificate holders register is also required.

## 5. Confirmation of business activity

Which business activities do you carry out using CCV's payment solution(s)?

## 6. Trade with countries outside the EU/EEA

If you have business and/or trade relationships with countries outside the EU/EEA, which countries are these?

## 7. Credit risk

Do you supply products and/or services for which the full amount or part of the amount is paid immediately, while the product or service is delivered at a later time?

### 7.1 If yes

On average, I deliver my products and/or services (5 / 10 / 30 / 60 / or more) working days after the order has been placed.

This applies to (<10% / 10%–25% / 25%–50% / >50%) of my turnover.

This checklist applies to companies that are registered with the Dutch Chamber of Commerce (KVK)