

arranging matters through the civil-law notary – the ground rules

For your own safety and the safety of others, there are ground rules which everyone must follow when they ask the civil-law notary for advice or to arrange particular matters for them. We have set out a number of these general ground rules below, so you know what you need to bear in mind.

verifying identity

For us to be sure that you are who you say you are, we ask you to present a valid identity document. This can be a passport, Dutch identity card or Dutch driving licence. We therefore ask you to bring with you an identity document each time you visit our office, even if you have already shown us your identity document on a previous occasion. If you are coming to sign a deed, please would you bring with you the same identity document as the one stated in the draft deed you will receive from us.

We make a copy of your identity document and keep it securely. If you want to know more about how we handle your data, please consult the privacy statement on our website.

If it concerns a legal entity, such as a private limited company or a foundation, or a trust, we will also check the details of the director(s) or representative(s) based on a valid identity document. In the case of a trust we are obliged to verify the identity of the following persons: the settlor(s) (incorporator), the trustee of the trust and the ultimate beneficial owner (see also below).

other personal information

We need further information from you besides your personal information. For example, it is important for us to know whether you have difficulty reading or are unable to read a deed, you have impaired hearing or whether other issues, including medical issues, play a role. We will also ask you about other personal matters which we need in order to learn more about you and your question. For example, what kind of work you do, what your living situation is and whether you have a partner. For some services we also ask for details about your assets. We must also ask you whether you hold a politically prominent position (pep).

ultimate beneficial owner

If we are dealing with a legal entity, we must ask who is the ultimate beneficial owner (UBO) at this legal entity. Briefly, this is the person who has a direct or indirect interest of more than 25% of the assets or voting rights with, or has actual control of, the legal entity. Based on the criteria that give more detail about this, we will examine whether there is a UBO. If no UBO can be designated, we assume that the directors or partners are the UBOs.

We ask the directors of the legal entity to fill in, or arrange for the UBO to fill in, the UBO declaration.

paying money

The purchaser will have to pay money to the seller, such as with the sale and purchase of a house or a business. The purchaser and seller will receive a payment summary from us, showing what amount must be paid when, and into which bank account of our firm.

The following ground rules apply to this:

1. The purchaser must transfer the money from a bank account in the Netherlands that is in the purchaser's own name.
2. The seller will receive the money through us, in a bank account in the Netherlands that is in the seller's own name.

If you do not have a bank account in the Netherlands and are also unable to open one, first we will have to find out whether it is possible to receive money from, or pay money into, your bank account abroad. This may incur extra charges.

If the purchaser borrows money from the bank, that money may be transferred direct by the bank into our account. If the money is not being borrowed from the bank but from someone else, such a transfer is not permitted. This is also the case if the money is inherited or given as a gift. Please bear in mind that in some cases we will be required to investigate how the purchaser has come by the money.

The bank may calculate negative interest on the funds held in our account. We are obliged to charge this interest to the party who has transferred the funds to our account.

It is not possible to pay us in cash. You can pay by PIN, though, up to a maximum amount of 2,500 euros.

the civil-law notary has an obligation to report

We check the matters you have asked us to arrange, based on a list of indicators laid down by the authorities. This is because, just as lawyers and accountants, we have an obligation to report to the authorities.

The authorities do not permit us to inform you of the report, and once we have submitted a report they will investigate whether an unusual transaction is involved.

We do not have an obligation to report in the preliminary phase. This is the phase before we actually commence the services for you. You must, after all, be at liberty to discuss any matter with us in the preliminary phase. Our obligation to report does not apply until such time as we actually commence work on the case and it becomes clear that the work comes under the scope of the obligation to report.

Please contact us if you require further information.

[This information sheet gives you concise and simplified information about the ground rules. We will be happy to explain further if necessary what the ground rules may mean for you.](#)