# REGISTRATION **PROCEDURE**

Easystart Office

#### PLEASE FILL IN **OUR INTAKE FORM**

Please fill in the intake form with the information of your company. If your company is not yet formed, please use the expected name of the company.





### SEND US A PASSPORT OR EUROPEAN ID-CARD

Please make sure to send us a scanned copy of a valid passport or European ID card from all owners and directors of the company. If you are a Dutch citizen you can also send us a Driving licence.

SEND US 2 OF THE FOLLOWING DOCUMENTS FROM ALL OWNERS AND DIRECTORS:

## 1. SELFIE PHOTOGRAPH WITH PASSPORT / ID CARD

Please send us a selfie photograph of yourself with your passport in your hand. Please make sure the details on the passport are visible.





#### 2. PROOF OF ADDRESS **DOCUMENT**

Please send us a utility bill, rental contract, government document or letter or a bank statement with your name and private address. The document should not be older than 3 months.

## 3. SEND US A €0.01 **IDENTIFICATION PAYMENT**

Please send us a €0.01 identification payment from a private European bank.

IBAN: NL34BUNQ2035490715

Account: Easystart Office Rotterdam B.V.

