KYC Preparation Checklist

What to prepare in advance for a faster KYC process

Purpose: Gather the information and documents below before opening the digital link. This helps prevent missing information or documents having to be submitted again later.

You will receive one digital link

KYC link - organisation and UBO / ultimate beneficial owner(s)
Use this link to enter both the organisation details and the details of the ultimate beneficial owner(s). This includes company details, representation, activities, expected banking services, ownership/control structure and UBO details.

Prepare these documents and details

Organisation

☐ Recent Chamber of Commerce (KvK) extract for the organisation

☐ KvK extracts for any holding companies or intermediate entities

☐ Signed organisation chart / shareholder structure

☐ Ownership percentages and relationships shown in the organisation chart

UBOs and other persons involved

☐ Valid passport or identity document for each UBO

☐ BSN number / TIN if requested or available

☐ Personal details exactly as shown on the identity document

☐ Any documents concerning authority to represent or the structure

Preparing for video identification via PostIDENT
☐ Download the PostIDENT app before you start ☐ Check your first names, surname and date of birth
☐ Have a valid identity document ready ☐ Ensure a stable internet connection and sufficient lighting
Important: The identification link can only be used once. Only start when you have enough time to complete the process immediately.

Common causes of delays
☐ Incomplete shareholder structure ☐ Personal details differ from the identity document
☐ Missing UBO information ☐ Illegible or incomplete documents
☐ Missing KvK extracts for holding companies ☐ PostIDENT app not installed in advance

Tip: The more complete the information provided in advance, the sooner the review can take place. If you have any questions, please contact your contact person at Aareal Bank.