

WWFT guidelines for a virtual office

As our services focus on providing postal and registration addresses, we fall under the WWFT. (Prevention of Money Laundering and Terrorist Financing Act). In line with this, we are required to do a dossier compilation of the UBO(s). (Ultimate stakeholder of the organisation). To this end, we request a number of documents. A detailed description of the WWFT legislation can be found via the link below.

[Read more about the WWFT legislation here.](#)

Below is an overview of the documents we need from you.

1. Copy of proof of identity.
2. Verification of proof of identity.
3. Extract from the Chamber of Commerce.
4. Proof of private address.

Below is a brief explanation for each document.

1. Copy of proof of identity

This may be a (photo) copy.

2. Verification of proof of identity

This involves verifying that the person on the ID is also the person we are in contact with. Verification can be carried out in two different ways:

Option 1: Video call (max. 30 seconds).

Option 2: Paying €0.80 from the private account.

3. Extract from the Chamber of Commerce

The Chamber of Commerce extract may not be older than 6 months and from this we must be able to conclude that you are authorised to sign on behalf of the company.

If another company is listed on the extract as a director, we also need to receive the extract until we can conclude that you are authorised to sign on behalf of the company.

If the company is still being incorporated, we would like to receive the extract within 2 weeks of incorporation.

4. Proof of private address

Proof of home address: the proof of home address may not be older than 3 months and may be one of the following documents:

- Bill from a utility company (gas, water, electricity).
- Bill from a telecom, internet, or television provider.
- Proof of registration in the Municipal Personal Records Database.
- Bill from municipal taxes.
- Letter from the Tax Office.
- Bank statement (you may render all irrelevant data illegible).

Legal8 Advocaatuur recognises our compliance check as full and reliable, and considers us competent in carrying it out.

We therefore wear the seal of approval with pride.

