

Authorised signatory or company officer registration form

Use this form to register an authorised signatory or company officer to sign ICS' forms on behalf of your company.

How to use this form

Fill in your company details and the personal details of the new authorised signatory or company officer. Would you like to register more than one person? Please use multiple forms. Make sure all fields are filled in. Only then can we process your registration.

Please note, this form must always be signed by an authorised signatory who is registered with the Chamber of Commerce.

Who can I register?

You can register an authorised signatory who is registered to sign on behalf of your company with the Chamber of Commerce. If this is the case, please select the type of authorisation that is also used in the Chamber of Commerce's Commercial Register. This could be 'solely authorised', 'jointly authorised' or '(full) power of attorney'. It is also possible to register an authorised company officer who is not registered with the

Chamber of Commerce. In this case, please select 'authorised on behalf of' as 'Type of authorisation'. This person will then be authorised to sign on behalf of a signatory who is registered with the Chamber of Commerce.

Identification

Because of the Money Laundering and Terrorist Financing (Prevention) Act (Wwft), all authorised signatories and company officers registered with ICS must verify their identity online. They do this by taking a photo of their ID and of themselves. After we process the signed form, the new authorised signatory or company officer will receive an invitation via email. More information can be found on icsbusiness.nl/EN/wwft.

Only after successful identification, the authorised signatory or company officer is registered with ICS. From that moment on, we will be able to process forms signed by this person. Unfortunately, we will not be able to accept forms that have been signed before this person successfully completed the identification process.

Your company details

Company name

Address

Postal code/city

ICS customer number (as given on your statement)

Chamber of Commerce number

Details of new authorised signatory/company officer

First names (as on ID)

M F X

Initial(s)

Surname (as on ID)

Surname prefix(es) (as on ID)

Surname (as you wish to be addressed)

Surname prefix(es)

Date of birth

Resident in country (private)

Nationality

Citizen Service Number (BSN)

Birthplace

Mobile telephone number

Business email address



The authorised signatory/company officer can do the following on the company's behalf:

- Apply for an Extra Card for new Cardholders.
- Submit a request to change the company limit of ICS business Card(s).
- Submit a request to change a Cardholder's spending limit.
- Take other actions concerning financial services.
- Change the company address.

Type of authorisation

- Solely authorised ¹
- Authorised on behalf of ²
- Jointly authorised ³
- Full power of attorney ⁴

Place

Date

Signature of new authorised signatory/company officer

- 1 Person may sign on behalf of the company. This person is also registered with the Chamber of Commerce as 'solely authorised'.
- 2 Person may sign on behalf of the authorised signatory. This person is not registered with the Chamber of Commerce but is authorised on behalf of someone who is. Responsibility remains with the authorised signatory.
- 3 Person may not sign alone and is only authorised to sign with other signatories on the company's behalf. This person is also registered with the Chamber of Commerce as 'jointly authorised'.
- 4 Person may sign on behalf of the authorised signatory. This person is also registered as holding 'power of attorney' with the Chamber of Commerce. The holder of the power of attorney is fully responsible.

This form must be signed by an authorised signatory of the company registered with the Chamber of Commerce

Initial(s)

Surname

Surname prefix(es)

Place

Date

Signature of authorised signatory

In case of joint authorisation

Initial(s)

Surname

Surname prefix(es)

Place

Date

Signature

Please note: all fields must be filled in. Otherwise, we will not be able to process your registration.

Send this form to aanvraagbusinesscards@icscards.nl. After we process this form, the new authorised signatory or company officer will receive an invitation via email to verify their identity. Did not receive any email? Please check the spam folder.