

# Questionnaire on the fulfilment of the enhanced due diligence obligations under the Money Laundering Act

## General information

According to the Money Laundering Act (MLA), notaries are considered as obliged entities and are therefore subject to specific obligations. Pursuant to this act, certain legal transactions require a particularly detailed examination. In these cases, enhanced due diligence obligations are to be fulfilled (see Section 15 of the MLA).

Against this background, you are invited to provide information and certain documents on the basis of this questionnaire:

Information on the company:

(Name, seat, business address)

1. Where do the assets used in this legal transaction and other assets of the company come from (multiple answers are possible)?

Contributions made by the shareholders

→ *Please provide the corresponding documentation (e.g. formation document)*

Business activity of the company

→ *Please provide the corresponding documentation (e.g. balance sheet and income statement)*

Sales (e.g. of real estate or businesses)

→ *Please provide the corresponding documentation (e.g. purchase contract)*

Other:

→ *Please provide the corresponding documentation*

2. Please specify the reasons for the planned transaction:

3. For what purpose do you intend to use the assets acquired in the context of the transaction?

Place and date:

Name / function of the declarant:

**Annex: Information on the beneficial owners\***

\* The Annex must only be completed if the transaction has a close connection to a country identified by the European Commission as a high risk country.

## Annex – Information on the beneficial owners

This Annex must be completed separately for all beneficial owners of the company in case the transaction has a close connection to a country identified by the European Commission as a high risk country. A beneficial owner is any **natural person** who directly or indirectly (in the case of a multi-layer shareholder structure) **holds more than 25 % of the capital stock or voting rights or exercises control in a comparable manner** (Section 3, para. 2 of the MLA). If no person meets the aforementioned requirements, the Annex must not be completed.

Name and surname  
of the beneficial owner:

1. Please indicate the residential address, the date and place of birth as well as the profession of the beneficial owner:

2. Where do the beneficial owner's assets come from (multiple answers are possible)?

Income from employment

→ *Please provide the corresponding documentation (e.g. payslip, income tax return)*

Income from self-employment / capital income

→ *Please provide the corresponding documentation (e.g. balance sheet, determination of income, tax return)*

Inheritance

→ *Please provide the corresponding documentation (e.g. last will, certificate of inheritance, tax assessment notice)*

Donation

→ *Please provide the corresponding documentation (e.g. donation agreement, tax assessment notice)*

Sales (e.g. of real estate or businesses)

→ *Please provide the corresponding documentation (e.g. purchase contract)*

Other:

→ *Please provide the corresponding documentation*