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

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| **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*

1. Please specify the reasons for the planned transaction:
2. 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 [[1]](#footnote-1)

**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*

1. 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. [↑](#footnote-ref-1)