

**UBO REGISTER**  
**BENEFICIAL OWNER IDENTIFICATION FORM**

**FOUNDATIONS AND ASSOCIATIONS**

This document aims at listing the details and information to be disclosed in the Belgian UBO-register<sup>1</sup> by Belgian foundations and (international) non-for profit associations.

This form is ***not to be used*** to identify the UBO(s) of a Belgian company or qualifying foreign trusts, fiduciaries and other comparable structures.

Should you complete the questionnaire by hand, please use ***capital letters***.

If you need any further guidance when completing this questionnaire, do not hesitate to contact your usual Loyens & Loeff contact or [info.Brussels@loyensloeff.com](mailto:info.Brussels@loyensloeff.com).

**A. DETAILS OF THE ENTITY**

Name:	
Legal form:	
Registered office:	
Enterprise number:	
Hereinafter referred to as the “ <b>Entity</b> ”	

<sup>1</sup> Set-up by the General Administration of the Treasury of the Federal Public Service Finance in accordance with the Royal Decree of 30 July 2018 and the law of 18<sup>th</sup> September 2017, implementing the Directive (EU) 2015/849 of the European Parliament and of the Council of 20 May 2015 on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, amending Regulation (EU) No 648/2012 of the European Parliament and of the Council, and repealing Directive 2005/60/EC of the European Parliament and of the Council and Commission Directive 2006/70/EC

B. BENEFICIAL OWNER(S)		
Section 1. Identification of the beneficial owner(s)		
#	Steps	Answers
1.	List all members of the Entity's board of directors.	<input type="radio"/> <input type="radio"/> <input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2. → If a legal person, please complete the appropriate questionnaire for such entity (company / association & foundation / trust & fiduciary). → Please <u>also</u> verify if other beneficial owner(s) can be identified in accordance with the next steps.
2.	List all persons that can legally represent the Entity.	<input type="radio"/> <input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2 (unless same person as identified in step 1). → If a legal person, same as set-out in step 1. → Please <u>also</u> verify if other beneficial owner(s) can be identified in accordance with the next steps.
3.	List all persons entrusted with the daily management of the Entity (if any).	<input type="radio"/> <input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2 (unless same person as identified in step 1-2). → If a legal person, same as set-out in step 1. → Please <u>also</u> verify if other beneficial owner(s) may be identified in accordance with the next steps.
4.	List all founders of the Entity (only in case of a foundation, not in case of an (international) non-for-profit association.)	<input type="radio"/> <input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2 (unless same person as identified in step 1-3). → If a legal person, same as set-out in step 1. → Please <u>also</u> verify if other beneficial owner(s) can be identified in accordance with the next steps.
5.	List all beneficiaries or, if not named, the category of beneficiaries of the Entity (if any).	<input type="radio"/> <input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2 (unless same person as identified in step 1-4). → If a legal person, same as set-out in step 1. → Please <u>also</u> verify if other beneficial owner(s) may be identified in accordance with the next step.
6.	List any other person which has control over the Entity through other means.	<input type="radio"/> → Add as many lines as required. → If a natural person, details of each such beneficial owner to be completed in Section 2. → If a legal person, same as set-out in step 1.

Section 2. Details of the beneficial owner(s) identified under Section 1 <sup>2</sup>					
	Question	Answer			Supporting evidence <sup>3</sup>
1.	First name				Copy ID-card / passport
2.	Last name				
3.	Date of birth (dd/mm/yyyy)				
4.	Nationalit(y)(ies)				
5.	Full address and country of residence				Copy (recent) utility bill
6.	Date (dd/mm/yyyy) as of which the individual became beneficial owner				Share register or other proof
7.	National identification or social security number. If not available, equivalent identifier.				Copy ID-card / passport or other proof
8.	Category of the beneficial ownership ( <i>i.e.</i> identified as beneficial owner pursuant to step 1, 2, 3, 4, 5 and/or 6 in Section 1).	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Step 1 - 3: no proof required (publicly available) Step 4 - 6: please explain and provide proof, if any.
		<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	
9.	Individually or jointly? <sup>4</sup>	<input type="radio"/> Individually	<input type="radio"/> jointly		If jointly, please explain and provide proof.

<sup>2</sup> Repeat for each identified beneficial owner.

<sup>3</sup> Please note that unless instructed otherwise, we shall not upload the supporting documentation in the UBO-register, and assume that all information will be held on file by the Entity .

<sup>4</sup> Examples of joint categories: persons that can only represent the Entity acting together, persons of category 6 ('other means') that control the Entity via voting arrangements.

Done on \_\_\_\_\_, at \_\_\_\_\_

On behalf of the Entity,

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Name:

Title:

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**No Liability and indemnity**

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*To the extent Loyens & Loeff is mandated by the Entity to complete and/or update the UBO register on behalf of the Entity, neither Loyens & Loeff nor any of its lawyers or employees (the **Attorneys**), shall be liable towards the Entity for incorrectly registering the UBO in the Belgian UBO Register or any loss or damage of any nature whatsoever resulting from any registration, update or other action in the Belgian UBO Register, except for its gross negligence (zware fout/faute grave) or wilful misconduct (opzet/dol).*

*The Entity shall indemnify the Attorneys and keep the Attorneys indemnified against any and all costs, claims and liabilities which any Attorney may incur as a result of anything done by it in the exercise of any of the powers conferred, or purported to be conferred, on it by such mandate, save for any costs, claims and liabilities that arise as a result of any Attorney’s gross negligence (zware fout/faute grave) or wilful misconduct (opzet/dol).*