

Information Request List

Information of the company
Coordinated copy of the bylaws
Deed of incorporation of the company (provided by Belgian notary). This deed can be provided in draft for newly incorporated companies.
List of directors/ managers
Publication of the appointment of all directors/ managers in the Belgian State Gazette
Copy of the share register
Annual accounts pertaining to previous financial year (for existing companies). A copy of the financial plan must be provided for newly incorporated companies.
Reference letters from at least two SBI Antwerp client (diamond clients only)
Proof of membership with the Diamond Bourse (diamond clients only)
Photograph of the directors, managers and all other representative(s) (2 per person)
All account statements of the previous three months of the existing bank
The most recent proxies to represent the company as published in the Belgian State Gazette or as otherwise granted by the company (if different from the bylaws)
Information of the directors, managers and all other representative(s) <i>*TBC for each representative</i>
1. Natural person with the Belgian nationality
Recto-verso copy of the BE electronic identity card
2. Natural person with a EU member state nationality residing in Belgium
Recto-verso copy of the BE electronic foreigner's card for EU Nationals ("E and E+-Card")
If the representative has not yet received his BE electronic identity card for EU Nationals but his card has not yet been issued, SBI must receive: <ul style="list-style-type: none"> • A document proving that the identity card has been requested • A recto verso copy of the ID-card or passport issues by the EU home state containing all required information
3. Natural person with a Third Country nationality residing in Belgium
Recto-verso copy of the BE electronic foreigner's card for family members of EU Nationals residing in Belgium ("F and F+-Card")
Recto-verso copy of the BE electronic identity cards for foreigners ("C-Card")
Recto-verso copy of the BE electronic foreigner's card for foreigners with permanent right to reside in Belgium ("B-card")
Recto-verso copy of the BE electronic foreigner's card for foreigners with temporary right to reside in Belgium ("A-card")
Recto-verso copy of the BE electronic foreigner's card for highly educated foreigners in Belgium employed in Belgium ("H-Card")
When the person involved has requested a BE electronic identity card but his card has not yet been issued, the following documents are requested: <ul style="list-style-type: none"> • A document proving that the identity card has been requested (as proof of their status) • Passport which contains all the required identification information
4. Natural person with a Third Country nationality not residing in Belgium
Recto-verso copy of the identify card or passport issued by the home state
5. Diplomats, consular staff and support staff
A recto-verso copy of diplomatic identity card model I (diplomats and their families)
A recto-verso copy of Diplomatic identity card model II (consular staff and their families)
A recto-verso copy of Special identity card model III (diplomatic and consular support staff and their families)
A recto-verso copy of Special identity card model IV (diplomatic and consular domestic servants)