

# Registration form

## Foreign NemKonto for citizens



### Please read the following carefully before filling out the registration form

All citizens in Denmark are required to have a NemKonto. Every payment from any Danish public authority (e.g. tax refunds, child subsidies, pensions, SU etc.) will be transferred directly to this account.

When assigning a new NemKonto, The Agency for Digitization wants to verify that, you as a permitted signee, can assign a NemKonto. Please note, that no verification will be made as to whether payments to the assigned NemKonto, accounting-wise, taxation or law-wise temporarily or permanently, can be placed in the assigned NemKonto. In continuation hereof, the Agency for Digitization shall call attention to the fact that it is the responsibility of the citizen to ensure that payments can legally be made to the bank account assigned as the NemKonto, including that payments be made in accordance with current tax and company law rules etc.

A payment that may be against regulations, depending on the circumstance, may lead to regulatory requirements for repayment, changes in taxable income, reprimand, injunction, fines etc. If you are in doubt regarding the rules for placement of funds belonging to you, please seek counselling from the paying authority.

### Notary

A notary must notarize the signee's signature or, alternatively, two witnesses must witness the signing for the registration form to be valid. This means, that the registration form must be signed in front of a notary or two witnesses.

### Witness

It is required for witnesses to provide the following information when signing the registration form or a Power of Attorney; 1) *Date*, 2) *full name in capital letters*, 3) *address*, 4) *identification no. or Danish CPR no.* and 5) *signature*. Witnesses are not required to send in a copy of their official identification papers.

### Who can be a witness?

There are no legal requirements as to who can sign as a witness but to ensure that the witness cannot be disputed, the following must be met:

1. The witness must be at least 18 years old.
2. The witness cannot have a personal or financial interest in the document that is being signed.
  - a. It is recommended that family members does not sign as a witness.
3. The witness must understand what it means to be a witness and what it entails.

### What does a witness do?

The witness must ensure that the document is signed in coherence to the terms it states. This includes these three specific tasks:

1. Ensuring the signer's identity by checking their valid identification.
2. Ensuring that the document is signed on the date that is stated on the document.
3. Ensuring that the signer is in reasonable condition to sign the document.

### Documentation required

1. The latest Registration form for Citizens.
  - a. The Registration form must contain one of the following ways of notarization:
    - i. Notarized signature by a notary or lawyer.
    - ii. The signature of two witnesses.
2. A copy of the signee's official identification papers (e.g. passport or driver's license).

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## Notary

Full name:	Date:
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Stamp
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## **ALTERNATIVELY, signature of two witnesses<sup>1</sup>**

*I hereby certify, that the signature and date is true and that the signee is in reasonable condition to sign*

Date:
Full name in capital letters:
Address:
National Identification no. <sup>2</sup> or Danish CPR no.:
Witness' signature:

Date:
Full name in capital letters:
Address:
National Identification no. <sup>1</sup> or Danish CPR no.:
Witness' signature:

## Signee's signature

Date:	Signee's signature:
	Full name in capital letters:
	E-mail:

<sup>1</sup> Please note, that the witnesses must be present when the signee is signing the Registration form. Therefore, the witnesses must also sign on the same day as the signee.

<sup>2</sup> Only applies for foreign citizens without a Danish CPR no.: e.g. Passport no., driver's license number or ID-number from your home country.

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## Personal information

Full name:	Danish CPR no.:
Address:	Postcode (ZIP):
City:	Country:

## Bank account information

IBAN no.:	BIC/SWIFT-code:
Account no.: <i>*only if IBAN is not used</i>	Bank code/Routing number: <i>*only if IBAN is not used</i>
Bank name:	Bank address:
City:	Postcode (ZIP):
Currency/valuta of the bank account:	Country:

### Please send this form and documentation to NemKonto Support:

Erhvervsstyrelsen  
Att.: NemKonto Support  
Dahlerups Pakhus  
Langelinie Allé 17  
2100 København Ø  
Denmark

### DID YOU INCLUDE A COPY OF THE SIGNEE'S IDENTIFICATION PAPERS?

Requests to have a NemKonto assigned will not be processed without a copy of the signee's identification papers. Therefore, it is important that you remember to include a copy of the signee's official identification papers with the Registration form.

Witnesses are not required to send in a copy of their official identification papers.

The Registration form is valid from March 1st 2022