

# Registration form

## Foreign NemKonto for companies



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

All companies registered in Denmark are required to have a NemKonto. All payments from public authorities will transfer directly to this account.

### 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 and employees within the same company do 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. That includes these three specific tasks:

1. Ensuring the signee'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 signee is in reasonable condition to sign the document.

### Documentation required

1. The latest Registration form.
  - a. The Registration form must contain one of the following ways of notarization:
    - i. Notarized signature by a notary or lawyer or the signature of two witnesses.
  - b. Please ensure that the information on the form is written in legible writing, preferably in capital letters.
2. A copy of the signee's official identification papers (e.g. a copy of the signee's passport or driver's license).
3. Documentation of the company's signing authority in Danish or English, such as the articles of association (not required for sole Proprietorship excluded).
4. Official documentation in English or Danish from an authority that proves that the signee fulfills the requirements laid out in the articles of association. The documentation cannot be more than one month old.
5. The company's registration certificate from Skattestyrelsen (SE-numbers only).

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### Reserved for Notary or attorney

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>2</sup> or Danish CPR no.:
Witness' signature:

### Signee's signature

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

<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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## Company information

Company name:	CVR or SE no.:
Address:	Postcode (ZIP):
City:	Country:

## Bank account information

IBAN no. <sup>3</sup> :	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 company's bank account:	Country:

**Please send this form and documentation to NemKonto Support through our contact form on [support.nemkonto.dk](https://support.nemkonto.dk) or through postal service to:**

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 and additional documentation.

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

**The Registration form is valid from February 1st 2025**

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<sup>3</sup> Please note that it is not possible to assign a NemKonto to a Danish IBAN. You will need to contact the bank.