



Opening times:  
Monday to Friday: 8.45 am - 5 pm  
and evenings by appointment  
best times to reach us by  
telephone:  
8.45 am - 9.30 am and 12.00 pm -  
2 pm

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Vastrecht Belastingadvies BV  
IBAN: NL05ABNA0607773952

**ONGOING CONTRACT FOR SERVICE PROVISION BY  
VASTRECHT  
UNTIL NOTICE OF TERMINATION**

The undersigned:

1. Mr/Ms (title and name) .....  
Address: .....  
Postal code, place of residence: .....  
Telephone number: .....; mobile telephone number: .....  
E-mail address: .....  
Date of birth: ..... Citizen Service Number (BSN): .....  
Private individual  Director and Principal Shareholder  Entrepreneur   
Income tax returns  Advisory work  Administration

2. And tax partner: Mr/Ms (title and name) .....  
Date of birth: ..... Citizen Service Number (BSN): .....  
Private individual  Director and Principal Shareholder  Entrepreneur   
Income tax returns  Advisory work  Administration

3. and the following legal entity:  
Name: .....  
Address: .....  
Postal code, town/city: .....  
E-mail address: .....  
Tax number: .....  
Corporate Income tax returns  Advisory work  Administration

hereinafter referred to jointly and individually as the Clients, has/have engaged Vastrecht Belastingadviseurs to represent (in accordance with the applicable fees and the most recent general terms and conditions of Vastrecht Belastingadviseurs) its/their tax interests.

*Initials of clients:*

Vastrecht Belastingadviseurs will take care of the administrative and tax issues for the undersigned as further described in the welcome letter.

The Clients declare the following:

1. Fees and general terms and conditions

The Clients have safely received and read the most recent list of fees and the applicable general terms and conditions and agree to these, and furthermore agree to annual price adjustments until notice of termination.

2. Private liability for private limited company (BV) declarations (not relevant if no BV is created as client)

Principal shareholders of legal entities are jointly and wholly liable as debtors vis-à-vis Vastrecht Belastingadviseurs for all invoices that Vastrecht sends to the BV, with agreement of his/her partner as referred to in Book 1, Section 88 of the Dutch Civil Code. The partner has also confirmed this by cosigning this declaration.

3. Register of personal data, Money Laundering and Terrorist Financing (Prevention) Act (Wwft) and General Data Protection Regulation (GDPR)

The Clients give Vastrecht Belastingadviseurs permission to record their data in a confidential register of personal data and to keep their data for future consideration. Clients can read the latest privacy statement on our website and are therefore informed of the obligations arising from the Wwft and the GDPR. They accept that privacy-sensitive information is recorded in accordance with the terms and conditions stated in the privacy statement.

The main points of Vastrecht's policy for dealing with privacy-sensitive information are as follows:

- Personal data is only processed for a specified purpose that forms part of the service provided to the business relation.
- Vastrecht is transparent about the processing and storage of personal data.
- Unless legally required to do so, Vastrecht will not provide any personal data to third parties other than for the performance of the work activities.
- Vastrecht's business relations retain control of their data.
- We will inform you in the unfortunate case of data breaches.
- Vastrecht does not store personal data any longer than is required.

*Initials of clients:*

- You can ask us to remove your personal data. In this case, we may (possibly) no longer be able to advise you. There is a fiscal retention period of 7 years. Therefore, in this case we will not delete the data, but instead label it as “inactive”.
- Data concerning the tax return and tax advice will be kept for a longer period of time, for reasons including the statutory retention periods.

#### 4. Vastrecht Belastingadviseurs represents its clients to authorities

The Clients authorise Vastrecht Belastingadviseurs to represent them in discussions with the Tax and Customs Administration about assessments by the Tax and Customs Administration and to conduct objection and appeal procedures on their behalf. The Clients request Vastrecht Belastingadviseurs to perform more activities than those stated in the welcome letter if these activities are required for the proper performance of the engagement.

#### 5. SMA (Service Message Assessments)

The Clients authorise Vastrecht Belastingadviseurs to obtain information on their assessments on paper or through electronic data exchange with the Tax and Customs Administration (the so-called Service Message Assessments). We do this standard for BV's (corporate income tax assessment). Do you want this for your income tax assessments? yes/no. We use the SBA assessments as a source of information when drafting your annual accounts. Without notice we also check whether the assessment is approved. We charge a fixed amount for this (2019: € 16 ex VAT). Do you want this check? yes /no

#### 6. Submission of returns by Vastrecht Belastingadviseurs

The Clients instruct and give permission to Vastrecht Belastingadviseurs to send their returns electronically to the Tax and Customs Administration once they have approved these returns, which may or may not involve using the username and password allocated to them by the Tax and Customs Administration, and acknowledging the fact that as taxpayers they remain fully and solely responsible for content of the return.

#### 7. Digital communication

As we want to work with as little paper as possible, we prefer to receive and send post electronically. If you provide an e-mail address we will therefore preferably use that address. However, if you e-mail us from another e-mail address, there is a possibility that we will also use the other address. We always assume that our e-mails have reached you, that you regularly check your e-mail and that your e-mail is not read by unauthorised persons. We have taken the security measures that can be reasonably expected of us to safeguard the

*Initials of clients:*

confidentiality of e-mail communications. For more information, please see our privacy statement.

8. Postal address for tax matters

The Clients would like Vastrecht Belastingadviseurs to act as the postal address for correspondence from the Tax and Customs Administration: yes/no

9. Direct debit mandate

The Clients would also like to issue a direct debit mandate: yes/no This mandate will be recorded separately in accordance with the banking rules.

10. Advance payment

Vastrecht Belastingadviseurs will begin its activities following the payment in advance of €..... including VAT.

11. Liability

Liability for any professional errors is limited in its entirety to the amount paid in the respective case by the firm's professional liability insurance, including the policy excess.

12. Liability for Qualifying UBOs and PEPs

Ultimate Beneficial Owner's (UBOs) are natural persons who, directly or indirectly,

- hold an interest of more than 25% in the capital of the client;
- can exercise more than 25% of the voting rights of the client;
- can exercise effective control over the client;
- are entitled to 25% or more of the assets of the client; or
- have special control over 25% or more of the assets of the client.

Stock-listed companies and its subsidiaries are not regarded as UBOs.

Politically Exposed Person's (PEPs) are natural persons who

- hold, or in the past year have held, a prominent public position;
- are individuals who are close family members of such a person or have close business associations with such a person.

13. Obligation to fully inform Vastrecht

Client(s) is/are obliged always to inform Vastrecht of all financial facts and other issues that might be relevant for our administrative, tax assessment and advisory work.



Town/city: ..... Date: .....

Signature for agreement with the above:

Client 1: ..... Client 2 : .....

Client 3: .....

(Write out by hand: I stand as a co-debtor for the amount of Vastrecht's invoices to ..... BV with interests and charges.)

.....  
.....  
.....

Name: ..... Signature: .....

As a spouse/partner of the principal shareholder of BV I give consent as stated in Book 1, Section 88 of the Dutch Civil Code to stand as a co-debtor for invoices of the BV.

Name: ..... Signature: .....