



## Questionnaire for legal entities to determine capacity

### Instructions for completing the form

1. Please write clearly and use capital letters
2. Please fill in all the relevant data. Do not make reference to appendices but copy amounts to sections in which amounts are requested
3. Attach all documentary evidence to the form. The appendix to this form shows an overview of the required documents.
4. Send the form and the documentary evidence by E-mail to [inningen@inspectieszw.nl](mailto:inningen@inspectieszw.nl) or send the documents by regular mail to: Inspectie SZW, Afdeling BDI, Postbus 90801, 2509 LV, 's-Gravenhage.

### 1 General data

Company name

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Legal form\*

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Business address:

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Chamber of Commerce no.

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Number of employees

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\* if your business operation is a partnership such as a general partnership – *Vennootschap onder Firma* or *V.O.F.*, a professional partnership and suchlike in which several liability is involved, in addition to this form, you must also add a form and documentary evidence in relation to natural persons for each partner.

### 2 Legal structure

What is the legal structure of the company? (*Shareholders, directors, partners, affiliated companies*)

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Does the company have a shareholders' interest in another company?

Yes

No

If so, what is the value of the shareholders' interest? Substantiate your answer by submitting documents such as the financial statements, an audit certificate and suchlike.

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### 3 Financial data

Please provide the turnover in the last three years.

Year	Turnover
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Turnover
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Turnover
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Turnover
[ ] [ ] [ ] [ ] [ ]	[ ]

What was the value of the assets according to the balance sheet in the last 3 years?

Year	Value
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Value
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Value
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Value
[ ] [ ] [ ] [ ] [ ]	[ ]

What are the assets in the balance sheet which are reasonably considered essential to conducting the business operations? *Substantiate your answer.*

[ ]

[ ]

[ ]

What was the net profit in the last three years?

Year	Profit
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Profit
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Profit
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Profit
[ ] [ ] [ ] [ ] [ ]	[ ]

What were the capital assets in the last three years?

Year	Assets/Equity
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Assets/Equity
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Assets/Equity
[ ] [ ] [ ] [ ] [ ]	[ ]
Year	Assets/Equity
[ ] [ ] [ ] [ ] [ ]	[ ]

What do the capital assets consist of?

[ ]

[ ]

[ ]

What are the current liquid assets of the business operation? (*bank/giro, credits and monies in cash*)? *Substantiate your answer by providing copies and a cash statement.*

[ ]

[ ]

[ ]

# Questionnaire

for legal entities to determine capacity  
Inspectorate SZW  
Ministry of Social Affairs and Employment

Has the company made any provisions recently?

Yes

No

If so, what is the purpose of the provision and what is the amount of the provision?

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Has the company taken out any loans from persons or companies and/or and are there any claims against persons or companies which are linked to the company and what are the current account positions, if applicable?

Loans: (Please state the counter party, the position and the amount)

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Claims: (Please state the counter party, the position and the amount)

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Current Account positions: (Please state the counter party and the amount)

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Does the company have the business premises in its ownership?

Yes

No

If so, what is most recent assessment of the business premises under the Valuation of Immovable Property Act (Wet Waardering onroerende zaken or WOZ)

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If so, are the business premises encumbered with a mortgage loan and what is the amount?

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## 4 Prognosis

What is the prognosis in respect of the turnover and the net profit for the coming year? *Substantiate your answer by submitting documents – such as a budget containing cashflow overviews or a long-term plan drawn up by an accountant*

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## 5 Other

Are there any facts which may be relevant to determine the capacity of the company?

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**Please note**

Please ensure that you send the documents to substantiate the financial position of the business operation. The appendix of this form shows the documentary evidence that you must send in any event. In addition, the documents must comply with the statutory requirements - with due regard for Article 396 of Book 2 of the Civil Code and Article 397 of Book 2 of the Civil Code.

The undersigned has taken due note of the text on the website <https://www.inspectorateszw.nl/topics/a-payment-arrangement-and-or-a-mitigation-of-a-penalty> in relation to this form. The undersigned declares to have completed this form truthfully. If in retrospect, it is shown that this form was not completed truthfully, any payment arrangement pursuant to this form is cancelled and the full amount payable is immediately due on demand. In addition, the undersigned has read the appendix and the required documentary evidence is attached.

Name

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Job position

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Date

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Signature

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## 6 Appendix

To substantiate the financial position of the company, the following documents must be sent at any event. In addition, the documents must comply with the statutory requirements - with due regard for Article 396 of Book 2 of the Civil Code and Article 397 of Book 2 of the Civil Code -.

Description	Documentary evidence
The financial statements of the last three years (the balance sheet and the income statement) of the legal entity as fined	<ul style="list-style-type: none"> <li>Commercial organization account (balance sheet, profit and loss account, supplementary documents including a report of the board of directors;</li> </ul>
Extra: the consolidated statements if the legal entity forms part of a larger entity, the foregoing in the last three years	<ul style="list-style-type: none"> <li>If applicable, in addition to the financial statements of the legal entity, submit the consolidated annual report and accounts together with the notes and the consolidation statement.</li> <li>A management letter</li> </ul>
The corporation tax paid in the last three years	<ul style="list-style-type: none"> <li>A recent tax return in respect of corporation tax</li> <li>Assessments of corporation tax in the last three years</li> </ul>
Any existing civil claims	<ul style="list-style-type: none"> <li>Copies of documents of the court, lawyers etc.</li> </ul>
Any civil claims	<ul style="list-style-type: none"> <li>Correspondence</li> </ul>
Documents which concern the business premises	<ul style="list-style-type: none"> <li>The most recent assessment under the Valuation of Immovable Property Act – (WOZ beschikking)</li> </ul>
Liquid assets	<ul style="list-style-type: none"> <li>Bank statements</li> <li>Cash statement</li> </ul>