

Form for manual payouts

Active company

Please read the following carefully before filling out the form

Notary

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

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. Form for manual payouts for companies signed by the signee(s).
 - a. The form must contain one of the following ways of notarization:
 - i. Notarized signature by a notary or lawyer.
 - ii. 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.
3. A copy of the company's current articles of association (Sole Proprietorship excluded).
4. The latest official documentation from an authority in the home country that proves that the signee fulfills the requirements laid out in the articles of association.
 - a. Only applies to foreign companies.

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Reserved for Notary or attorney

Full name:	Date:
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Stamp

ALTERNATIVELY, signature of two witnesses¹

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

Date:	Date:
Full name in capital letters:	Full name in capital letters:
Address:	Address:
Identification no. ² or Danish CPR no.:	Identification no. ² or Danish CPR no.:
Witness' signature:	Witness' signature:

Signee's signature

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

The form is valid from May 1st 2025

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

2. 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. ³ :	SWIFT:
Account no.: <i>*only if IBAN is not used</i>	Bank account: <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 via Digital Post to Digitaliseringsstyrelsen, att. NemKonto or via postal service to:

Agency for Digital Government
Att: NemKonto Support
Slotsgade 1
4800 Nykøbing F
Denmark

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³ Please note that it is not possible to deposit money to a Danish IBAN. If the bank account is placed in a Danish bank, please provide the account number and registration number.