

The steps towards authorisation

for payment institutions and electronic money institutions

Preparations

The applicant prepares its application for authorisation (with the help of an expert)

- You can find all the information you need on <http://www.dnb.nl/en/supervision/vergunningen/>
- For complex applications, please contact us in advance to discuss the best possible approach

01

Application for authorisation

The applicant submits its application

- The application consists of the application form and all required annexes
- The applicant receives confirmation of receipt and information about fee payment

02

Verification of the application file

First we verify whether the application is complete and includes sufficient information for starting the assessment

- We will inform the applicant accordingly. We may ask for additional information

03

Start of assessment

When the application file is complete, we will start our assessment of whether all requirements have been met

- This marks the start of the three-month consideration period

Start of
consideration period

04

Screening of policymakers and co-policymakers

The assessment includes screening of policymakers and co-policymakers on suitability and integrity.

- The applicant will be informed if this screening necessitates personal interviews
- Please refer to our Open Book on Supervision web pages under Quick links for more information on these screenings

05

On-site visit or interview at DNB's offices (optional)

We may decide to visit your institution or invite you for an interview at our offices

- Your will of course be informed beforehand.

06

Request for information

In the course of our assessment we often encounter issues that need further explanation or supplementation in order for us to arrive at a well-considered opinion

- If this is the case, we will notify you accordingly and suspend the consideration period
- In some cases we may have to suspend the consideration period more than once

07

Intention to reject (optional)

If we intend to reject the application, we will (in most cases) give the applicant the opportunity to explain its view

- This can be done in writing, at a meeting at our offices, or both
- We will include your input in our final decision

08

Results

We will send you our official decision in a letter

- If we approve the application and grant authorisation, we will add the institution to the public register of authorised institutions

09

Objection and appeal

The applicant can object to and appeal against our decision

End of consideration period
(exclusive of suspensions: 3 months)

10

* For banks and other sectors different procedures apply. Please refer to the relevant sections of <http://www.toezicht.dnb.nl/en/>