

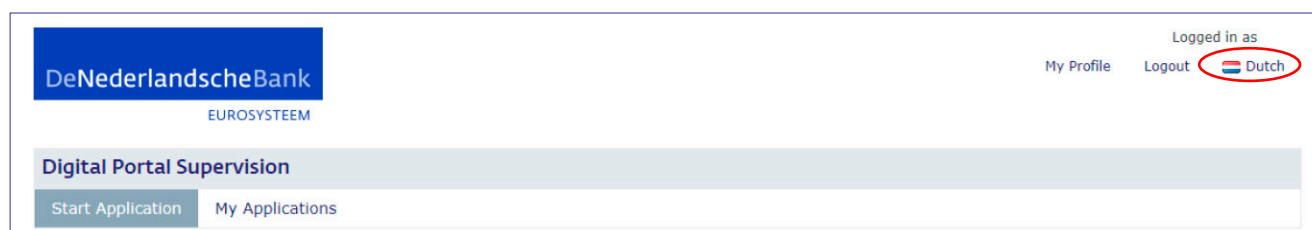
# User Manual

## Digital Supervision Portal (DLT)

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## Introduction

In the Netherlands, De Nederlandsche Bank (DNB) supervises a large number of financial institutions. Using the Digital Supervision Portal (Digitaal Loket Toezicht – DLT), financial institutions can now digitally complete and submit their applications for authorisations or for declarations of no-objection and forms for fit and proper assessments. Submitting an application by regular mail is no longer necessary. This manual explains how you can use the DLT.

The DLT is available in a Dutch and an English version. Choose your preferred language by clicking the flag at the top right corner of any screen. This manual is also available in Dutch.

### Using eHerkenning (eRecognition)

The eHerkenning identification system for businesses is comparable to the DigiD identification system for individuals. Businesses and government agencies are increasingly using eHerkenning, which is a simple and secure method for authenticating users who log in to their websites with a single log-in token. eHerkenning supports five assurance levels. To use the DLT, you need at least a level 3 log-in token – a lower-level token will not suffice.

If you already have a level 3, 4 or 5 log-in token for eHerkenning, you can start right away. If not, please follow the instructions on the <https://www.eherkenning.nl/english/> website to request the appropriate eHerkenning token.

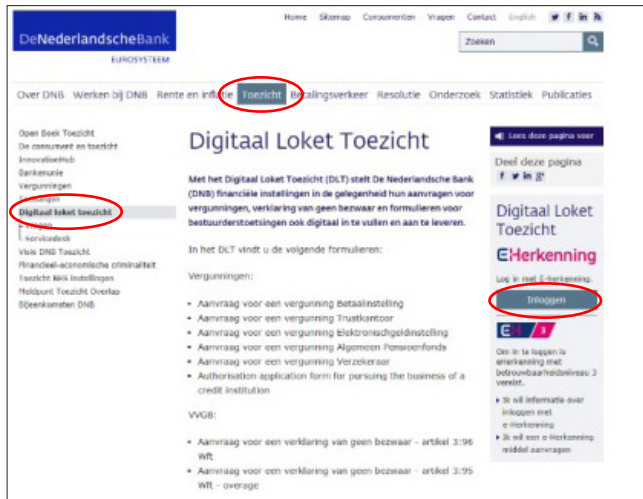
### Support

If you encounter technical problems, you can send us an email at [ict-servicedesk@dnb.nl](mailto:ict-servicedesk@dnb.nl) or call us at +31 20 524 6111. You can contact us on business days between 8:00 a.m. and 6:00 p.m. These contact details will also display after you click the **'Need help?'** button.

Do you have any questions about the application process, or about authorisations, DNOs or fit and proper assessments in general? Please contact our Information Desk at [info@dnb.nl](mailto:info@dnb.nl) or 0800 020 1068 (+31 20 524 91 11 if you call from abroad). The Information Desk is available on weekdays between 9:00 a.m. and 5:00 p.m.

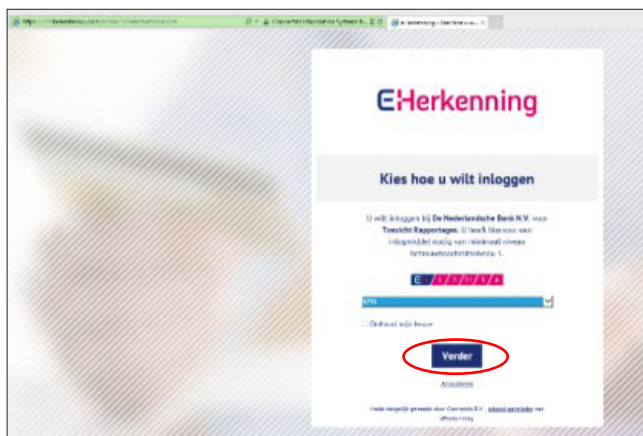
Detailed notes are available for each of the forms on Open Book on Supervision.

## Logging in using eHerkenning



To launch the DLT, go to DNB's website: <http://www.dnb.nl/en/home/>. Click on the **Supervision** tab. On the next page, you will find a link to the **Digital Supervision Portal** at the left-hand side.

There you will find a link to eHerkenning at the right-hand side. This allows you to securely log in to the DLT. Click 'log in' to proceed to the eHerkenning welcome page.



Choose the provider of your log-in token from the drop-down list and click **Continue**. Follow the instructions provided on the eHerkenning website.



If you are authorised to access both the Digital Reporting Portal and the Digital Supervision Portal, you can select the DLT here.

Select 'Supervision applications' and click **Continue**.

Once your log-in has been successful, you are directed to the DLT welcome page. When you first visit this page, we ask you to provide your name, email address and telephone number.

Click **Start**. You are now directed to the application forms available to your institution.

# Starting your application

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Digital Portal Supervision

Start Application

Application	Description	Start Application
Application form Payment service provider	Authorization application form for pursuing the business of a payment services provider	<a href="#">Start Application</a>
Application form Trust office	Authorization application form for trust offices	<a href="#">Start Application</a>

Under the **Start Application** tab, you will find the list of application forms that are available to you.

Select the appropriate form and click **Start application** to start completing the form.

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EUROSISTEEM

Digital Portal Supervision

Application for a declaration of no-objection (DNO) in a bank

Sections

- Introduction
- A. Statement
- B. Details of the applicant
- C. General information

Introduction

What is the purpose of this form?  
Any party that acquires a qualifying holding in a financial institution must obtain a declaration of no-objection (DNO) issued by De Nederlandsche Bank N.V. (DNB).  
A qualifying holding is a direct or indirect holding of 10% or more of the issued capital of a financial institution or the power to exercise, directly or indirectly, 10% or more of the voting rights in an institution, or the power to exercise, directly or indirectly, an equivalent degree of

Help Print Save Close

## 3.1 Saving your application

You can save the form at any time, using the **Save** button at the top right of the screen.

To close the form, click **Close** (also at the top right).

Does the proposed holding involve several parties acting in concert? \*

Yes  
 No

A party is deemed to control the voting rights of a third party if it has made agreements with this party providing for a long-term common policy on exercising these voting rights. Such agreements can be made orally and in writing. This situation can be regarded as acting in concert. If this is the case, the joint share of voting rights that can be exercised by the parties involved in the agreement must be taken into account in determining the bandwidth referred to in question 3.1.

## 3.2 More information

For more information on a question, click the question mark next to the question to show a yellow text block with additional information.

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Digital Portal Supervision

Application for a declaration of no-objection (DNO) in a bank

Sections

- Introduction
- A. Statement
- B. Details of the applicant
- C. Internal consultant
- D. Details of contact person
- E. General information
- F. Control structure and legal group structure of the applicant
- G. Integrity and suitability
- H. Applicant's financial soundness
- I. Impact on the financial institution
- J. Financing
- K. Verklaring toewijzigings
- L. Other application
- Complete

Complete

In the next step, your application will be submitted to DNB.  
Na het indienen van de aanvraag bent u leges verschuldigd aan DNB.  
Via de menu-optie 'Indien' kunt u eventueel een overzicht aanvragen van de door u ingediende gegevens. U kunt er (heer) voor kiezen om te betalen naar PCI, waarmee u het ingediende formulier in PDF-formaat ter beschikking heeft.

Previous Save and Close Save and submit

## 3.2 Submitting your application

You have completed the form once all steps on the left side of the screen have been checked.

Click **Save and close** to exit the form or **Save and submit** to submit your application.

Wij hebben uw aanvraag ontvangen. Binnen enkele momenten zal uw ingediende aanvraag inzichtelijk zijn via het overzicht 'Mijn aanvragen'.

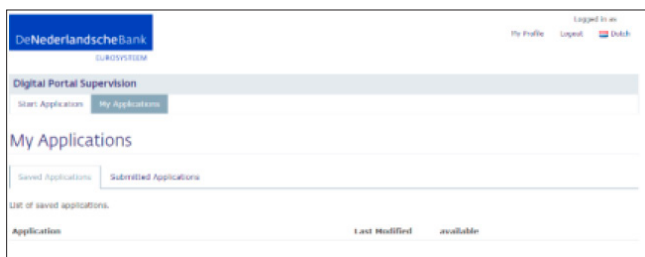
OK

You will see this notification after clicking **Save and submit**.

# My applications



Under **My applications**, you will find an overview of your submitted and saved applications.



## 4.1 Saved applications

Under **Saved applications**, you will find the list of saved applications. These applications have not yet been submitted, and any application will remain available in the DLT for 90 days after your last modification of the form.

If you wish to delete an application, click **Delete**. If you wish to continue completing an application form, click **Continue**. The form will open at the point where you last saved it.



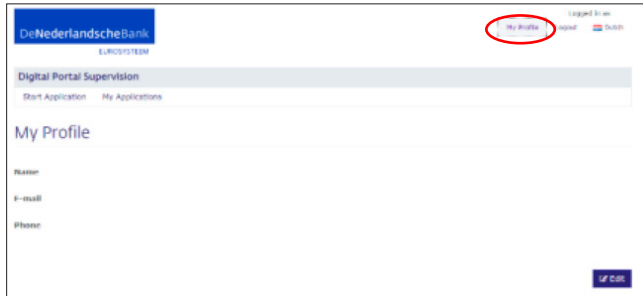
## 4.2 Submitted applications

Under **Submitted applications**, you will find a list of your submitted applications. The status of these forms is now set to 'submitted', and an application number has been added.



Click **View** to see a summary of your submitted applications. To download the files, click **Download**.

## Viewing and editing your contact details



You can access your contact details by clicking **My Profile** at the top right corner of any screen. These are the details you entered when you first logged in. If you wish change them, click **Edit**.

Do you wish to exit this screen without saving? Click **Cancel**.

Do you wish to save your changes? Click **Save**.