**Licence application form for authorization as a Crypto-Asset Service Provider Regulation (EU) 2023/1114**

**Reference number:** …………….

**Date:** ……………………………………

**FROM:**

Name of the applicant:

Address:

(Contact details of the designated point of contact)

Name:

Status/position:

Telephone:

E-mail:

**TO:**

The Dutch Authority for the Financial Markets (**AFM**), Vijzelgracht 50, 1017 HS Amsterdam

By mail: [crypto@afm.nl](mailto:crypto@afm.nl), for the attention of the MiCAR supervisory team

Dear AFM,

In accordance with Article 2 of the Commission Implementing Regulation (EU) 2024/XXX, laying down implementing technical standards for the application of Regulation (EU) 2023/1114 of the European Parliament and of the Council with regard to standard forms, templates and procedures for the information to be included in the application for the authorisation of crypto-asset service providers, kindly find attached the application for authorisation.[[1]](#footnote-2)

**Nature of the application** (tick the relevant box)

☐ Authorisation (licence application)

☐ Change to the authorisation already obtained

**Guidance from AFM**

It is important that the applicant submits a complete and correct documentation package that is of good quality. This will reduce the need for iterations and result in a more efficient licencing procedure for both the AFM and the applicant. The **licence application form** should contain a clear argumentation of how the applicant complies with the rules in Regulation (EU) 2023/1114 (**MiCAR**) and include supporting documents to substantiate this.

The application form contains *in italics* guidance on the information or supporting documentation that we expect from the applicant. Please use the checklist (downloadable from our website) to provide information of the contents of the supporting documents and please make sure to include an overview of provided documents, including references to the related question of the application form. Please note that the answers, as well as the supporting documentation may be provided in either Dutch or English.

Additionally, please include a **cover note** that includes a letter from management and highlights any points that you want to draw attention to.

**Further remarks:**

Please pay close attention to the following:

1. To submit a licence application, the applicant must use this licence application form and provide the required enclosures included with this form. Please ensure the latest version of this form is downloaded from the AFM website.
2. The completed licence application form, together with the cover note, checklist and supporting documentation must be sent to [crypto@afm.nl](mailto:crypto@afm.nl) by email [with use of Cryptshare](https://www.afm.nl/en/contact/veilig-bestanden-uitwisselen). This ensures a secure file exchange. Please make sure to send the Cryptshare password in a separate mail.
3. The AFM will only process a licence application if the licence application form is completed fully and legally signed on behalf of the applicant.
4. The AFM reserves the right to request additional information and/or documentation.
5. A fee is charged by the AFM to the applicant for making the application. An invoice will follow shortly after the assessment of the application is complete, regardless of the outcome. The AFM will also charge a fee if the application is withdrawn by the applicant.
6. If circumstances as stated in the licence application form, including the forms for the suitability and reliability assessment, change during the licence application process, the AFM must be informed of this in writing without delay. Any such changes must be submitted via mail to your contact person at the AFM with [crypto@afm.nl](mailto:crypto@afm.nl) in CC.
7. Supporting documentation should have a clear naming convention that includes an exact reference to the related topic and/or question, following the example below. The AFM is unable to process supporting documentation that is not sufficiently named and referenced. Furthermore, please place supporting documentation in subfolders corresponding with the question number in the application form.

Example of a document name:

“question 4\_governance\_arrangements\_organizational group structure”

1. Various questions include a request for a “description”. Please provide a concise but accurate description of the requested information and, optionally, specific references to supporting documentation (e.g., chapter and page numbers). We note that the information in the licence application form is leading for our assessment, whereas the supporting documentation should provide the underlying evidence for the provided answer of MiCAR-compliance on the relevant topics. Please ensure that your answers in this form are self-explanatory. We note that solely referring to annexes is not considered a self-explanatory answer. Furthermore, if you deem a question not applicable to your situation, please provide the reason why.
2. Since not all the requirements have been finalized, the applicable rules may be subject to change. You should therefore always consult the most recent publications of the applicable regulations. You may also engage an advisor with experience of MiCAR or other licence applications. However, the obligation to comply with the requirements of CASPs remains with the applicant.
3. The Dutch Central Bank (DNB) is responsible for the assessment of the prudential requirements under Article 67 MiCAR and the qualifying holdings under Article 83 and 84 MiCAR. The AFM will share the relevant information for Article 67 with DNB. The information regarding Article 83 and 84 MiCAR needs to be submitted to DNB directly (more information is available on the DNB website). If the DNB requires additional information, it may direct any questions and/or requests directly to the applicant.
4. Please ensure that you have provided all information required for the suitability and reliability assessment (i.e., fit and proper testing) of persons in charge of day-to-day operations and members of the supervisory board. The designated forms can be downloaded from our website.
5. Please consider the latest available supervisory guidance when filling in the licence application form, such as published AFM Frequently Asked Questions (FAQs) and ESMA Questions and Answers (Q&A’s) which can be found on the websites of the AFM ([see link](https://www.afm.nl/en/sector/cryptopartijen/contact-qa)) and ESMA ([see link](https://www.esma.europa.eu/publications-and-data/questions-answers)).

If any questions remain, please send an email to [crypto@afm.nl](mailto:crypto@afm.nl).

**Signature**

|  |
| --- |
| We [applicant] declare that the submitted information is true, accurate, complete and not misleading. Unless specifically stipulated otherwise, the information is up to date on the date of this application.  Information indicating a future date is explicitly identified in the application and we undertake to notify the authority in writing without delay if any such information should turn out to be untrue, inaccurate, incomplete or misleading.  Place Date  Name of person in charge of day-to-day operations Signature of person in charge of day-to-day operations |

**Licence application form Crypto Asset Service Provider (CASP)**

## **General information**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority an application that includes all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Legal name of the applicant, phone number and email of the applicant** |  |
| **B** | **Commercial or trading names used or to be used by the applicant** |  |
| **C** | **Legal entity identifier (LEI) of the applicant** |  |
| **D** | **Full name, function, email address and telephone number of the designated contact point or person** |  |
|
| **E** | **Legal form of the applicant (including information on whether it will be a legal person or other undertaking) and, where available, its national identification number as well as evidence of its registration with the national register of companies** |  |
| **F** | **Date and Member State of the applicant’s incorporation or foundation** | *Additionally, please indicate if you or other group entities are also applying for a CASP-licence in another EU Member State.*  *For newly established entities in The Netherlands, please provide the considerations as to why establishment in The Netherlands is chosen.* |
| **G** | **Where applicable, the instruments of constitution, the articles of association and by-laws** | *Please also provide Rules and Regulations of the Management Board and, if applicable, of the Supervisory Board.* |
| **H** | **Address of the head office and, if different, of the registered office of the applicant** | *Please provide supporting evidence regarding the address (e.g., rental contract, lease agreement, utility bills) which demonstrates that the head office exists and is used by the applicant.* |
| **I** | **Information on where the branches will operate, if any, and their legal entity identifiers (LEI), if available** |  |
| **J** | **Domain name of each website operated by the applicant and the social media accounts of that applicant** | *The list should include used sub-domains as well as content hosted on third-party platforms.*  *Social media accounts include any medium that facilitates the interaction with clients, including clients amongst each other.* |
| **K** | **Where the applicant intends to operate a trading platform for crypto-assets** |  |
|  | **i. the physical address, phone number and email of the trading platform for crypto-assets** |  |
|  | **ii. any commercial name of the trading platform for crypto-assets** |  |
| **L** | **Where the applicant is not a legal person, documentation to assess whether the level of protection ensured to third parties interests and the rights of the holders of crypto-assets, including in case of insolvency, is equivalent to that afforded by legal persons**  **and that the applicant is subject to equivalent prudential supervision appropriate to their legal form** |  |

## **Programme of operations**

1. An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority the programme of operations for the following three years, including all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Where the applicant belongs to a group, an explanation of how the activities of the applicant will fit within the group strategy and interact with the activities of the other entities of the group, including an overview of the current and planned organisation and structure of the group** | *Please also provide a detailed organigram of the holding structure of the applicant, including the breakdown of its capital and voting rights and the names of the shareholders or members with qualifying holdings.* |
| **B** | **Explanation of how the activities of the entities affiliated with the applicant, including where there are regulated entities in the group, is expected to impact the activities of the applicant. This explanation shall include a list of and information on the entities affiliated with the applicant, including where there are regulated entities, the services provided by these entities (including regulated services, activities, and types of clients) and the domain names of each website operated by such entities** | *Please include the business plan relating to the crypto-asset services you (intend to) provide, including the revenue and cost model of each crypto-asset service.* |
|
| **C** | **List of crypto-asset services that the applicant intends to provide as well as the types of crypto-assets to which the crypto-asset services will relate** | *Please provide clear argumentation on which crypto-asset services you (intend to) provide (including legal substantiation of the regulatory scope of your activities). Also include your acceptance criteria and procedures on this topic.* |
| **D** | **Other planned activities, regulated in accordance with Union or national law or unregulated, including any services, other than crypto-asset services, that the applicant intends to provide** | *Please include whether you (intend to) provide (i) any staking and/or lending services, (ii) non-custodial wallets to clients, (iii) services in relation to investment services under MiFID2 (e.g., regarding crypto derivatives which qualify as financial instruments), (iv) services in relation to payment services under PSD2.*  *Please make sure to specify whether you offer derivative contracts (e.g. options, futures, swaps, forward rate agreements) of other products related to crypto-assets (e.g. products that make leveraged trading possible). If so, please elaborate on how the settlement of the product takes place (e.g. in cash, asset-referenced or e-money tokens, or physically).* |
| **E** | **Whether the applicant intends to offer crypto-assets to the public or seek admission to trading of crypto-assets and if so, of what type of crypto-assets** |  |
| **F** | **List of jurisdictions, in and outside the European Union, in which the applicant plans to provide crypto-asset services, including information on the domicile of targeted clients and the targeted number by geographical area** | *Please include information regarding services that are offered within as well as outside the European Union (EU). With regard to non-EU jurisdictions, please specify which crypto-asset services are provided and which regulatory framework applies to those services.* |
| **G** | **Types of prospective clients targeted by the applicant’s services** | *Please include the current and prospective number of active clients (i.e., at least one transaction in the last 12 months) that you have in each EU-jurisdiction.* |
| **H** | **Description of the means of access to the applicant’s crypto-asset services by clients, including all of the following:** |  |
|  | **i. the domain names for each website or other ICT-based application through which the crypto-asset services will be provided by the applicant and information on the languages in which the website will be available, the types of crypto-asset services that will be accessed through it and, where applicable, from which Member States the website will be accessible** |  |
|  | **ii. the name of any ICT-based application available to clients to access the crypto-asset services, in which languages it is available and which crypto-asset services can be accessed through it** |  |
| **I** | **Planned marketing and promotional activities and arrangements for the crypto-asset services, including:** |  |
|  | **i. all means of marketing to be used for each of the services, the means of identification that the applicant intends to use and information on the relevant**  **category of clients targeted and types of crypto-assets** |  |
|  | **ii. languages that will be used for the marketing and promotional activities** |  |
| **J** | **Detailed description of the human, financial and ICT resources allocated to the intended crypto-asset services as well as their geographical location** |  |
| **K** | **Applicant’s outsourcing policy and a detailed description of the applicant’s planned outsourcing arrangements, including intra-group arrangements, how the applicant intends to comply with the requirements set out in Article 73 of Regulation (EU) 2023/1114. The applicant shall also include information on the functions or person responsible for outsourcing, the resources (human and ICT) allocated to the control of the outsourced functions, services or activities of the related arrangements and on the risk assessment related to the outsourcing** | *Please also provide an outsourcing register and exit strategies.* |
| **L** | **List of entities that will provide outsourced services, their geographical location and the relevant services outsourced** |  |
| **M** | **Forecast accounting plan including stress scenarios at an individual and, where applicable, at consolidated group and sub-consolidated level in accordance with Directive 2013/34/EU. The financial forecast shall consider any intra-group loans granted or to be granted by and to the applicant** |  |
| **N** | **Any exchange of crypto-assets for funds and other crypto-asset activities that the applicant intends to undertake, including through any decentralised finance applications with which the applicant wishes to interact on its own account** |  |

2. Where the applicant intends to provide the service of reception and transmission of orders for crypto-assets on behalf of clients, it shall provide to the competent authority a copy of the policies and procedures and a description of the arrangements ensuring compliance with the requirements set out in Article 80 of Regulation (EU) 2023/1114.

|  |
| --- |
|  |

3. Where the applicant intends to provide the service of placing of crypto-assets, it shall provide to the competent authority a copy of the policies, and procedures and a description of the arrangements in place to comply with Article 79 of Regulation (EU) 2023/1114 as well as Article 9 of [RTS on conflicts of interest of CASPs].

|  |
| --- |
|  |

## **Prudential requirements**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Description of the applicant’s prudential safeguards in accordance with Article 67 of Regulation (EU) 2023/1114, consisting of:** |  |
|  | **i. amount of the prudential safeguards that the applicant has in place at the time of the application for authorisation and the description of the assumptions used for its determination** |  |
|  | **ii. amount of the prudential safeguards covered by own funds referred to in Article 67(4), point (a), of Regulation (EU) 2023/1114, where applicable** |  |
|  | **iii. amount of the applicant’s prudential safeguards covered by an insurance policy referred to in Article 67(4), point (b), of Regulation (EU) 2023/1114, where applicable** |  |
| **B** | **Forecast calculations and plans to determine own funds, including:** |  |
|  | **i. forecast calculation of the applicant’s prudential safeguards for the first three business years** |  |
|  | **ii. planning assumptions including stress scenarios for the above forecast as well as explanations of the figures** |  |
|  | **iii. expected number and type of clients, volume of orders and transactions and expected maximum amount of crypto-assets under custody** |  |
| **C** | **For companies that are already active, the financial statements of the last three years approved, where audited, by the external auditor** |  |
| **D** | **Description of the applicant’s prudential safeguards planning and monitoring policies and procedures** |  |
| **E** | **Proof that the applicant meets the prudential safeguards in accordance with Article 67 of Regulation (EU) 2023/1114, including:** |  |
|  | **i. in relation to own funds:**  **- documentation on how the applicant has calculated the amount in accordance with Article 67 of Regulation (EU) 2023/1114;**  **- for companies that are already active and whose financial statements are not audited, a certification by the national supervisor of the amount of own funds of the applicant (*this option is not available in The Netherlands*);**  **- for undertakings in the process of being incorporated, a statement issued by a bank certifying that the funds are deposited in the applicant’s bank account** |  |
|  | **ii. in relation to the insurance policy or comparable guarantee:**  **- the legal name, the date and Member State of incorporation or foundation, the address of the head office and, if different, of the registered office and contact details of the undertaking authorised to provide the insurance policy or comparable guarantee**  **- a copy of the subscribed insurance policy incorporating all the elements necessary to comply with Article 67(5) and (6) of Regulation (EU) 2023/1114, where available, or**  **- a copy of the insurance agreement incorporating all the elements necessary to comply with Article 67(5) and (6) of Regulation (EU) 2023/1114 signed by an**  **undertaking authorised to provide insurance in accordance with Union law or national law** |  |

## 

## **Information about governance arrangements and internal control mechanisms**

1. An applicant seeking authorisation as a crypto asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority the following information on its governance arrangements and internal control mechanisms:

|  |  |  |
| --- | --- | --- |
| **A** | **Detailed description of the organisational structure of the applicant, where relevant encompassing the group, including the indication of the distribution of the tasks and powers and the relevant reporting lines and the internal control arrangements implemented together with an organisational chart** | *Please also provide a description on how you (intend to) comply the requirement set under Article 68(5) of MiCAR.* |
| **B** | **Personal details of the heads of internal functions (management, supervisory and internal control functions), including their location and a curriculum vitae, stating**  **relevant education, and professional training and professional experience and a description of the skills, knowledge, and expertise necessary for the discharge of the responsibilities allocated to them** |  |
| **C** | **Policies and procedures and a detailed description of the arrangements put in place to ensure that relevant staff are aware of the policies and procedures which must be followed for the proper discharge of their responsibilities** |  |
| **D** | **Policies and procedures and a detailed description of the arrangements put in place to maintain adequate and orderly records of the business and internal organisation of the applicant in accordance with Article 68(9) of Regulation (EU) 2023/1114** |  |
| **E** | **Policies and procedures and arrangements to enable the management body to assess and periodically review the effectiveness of the policy arrangements and procedures put in place to comply with Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114 in accordance with Article 68(6) of the same Regulation including all of the following:** |  |
|  | **i. identification of the internal control functions in charge of monitoring the policy arrangements and procedures put in place to comply with Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114, together with the scope of their responsibility and reporting lines to the management body of the applicant** |  |
|  | **ii. indication of the periodicity of internal control functions reporting to the management body of the applicant on the effectiveness of the policy arrangements and procedures put in place to comply with Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114** |  |
|  | **iii. explanation of how the applicant ensures that the internal control functions operate independently and separately from the functions they control, have access to the necessary resources and information, and that those internal control functions can report directly to the management body of the applicant both at least once a year and on an ad hoc basis including where they detect a significant risk of failure for the applicant to comply with its obligations** |  |
|  | **iv. description of the ICT systems, safeguards and controls put in place to monitor the activities of the applicant and ensure compliance with Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114, including back–up systems, and ICT systems and risk controls, where not provided in accordance with Article 9 of this Regulation** |  |
| **F** | **Policies and procedures and a detailed description of the arrangements established by the applicant to ensure compliance with its obligations under Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114, including;** |  |
|  | **i. the applicant’s record keeping arrangements in accordance with [RTS on record-keeping by crypto-asset service providers]** |  |
|  | **ii. detailed description of the procedures for the applicant’s employees to report potential or actual infringements of Regulation (EU) 2023/1114 in accordance with Article 116 of Regulation (EU) 2023/1114** |  |
| **G** | **Where relevant, a description of the arrangements put in place to prevent and detect market abuse in accordance with Article 92 of Regulation (EU) 2023/1114** | *Please note that the market abuse requirements are applicable for all persons professionally arranging or executing transactions (PPAETs) in crypto assets. Please refer to the draft regulatory technical standard (RTS) regarding arrangements, systems, and procedures for detecting and reporting suspected market abuse.*  *Please also include a description of any alerting or market monitoring software used to detect market abuse* |
| **H** | **Whether the applicant has appointed or will appoint external auditors and, if that is the case, their name and contact details, when available** |  |
| **I** | **Accounting policies and procedures by which the applicant will record and report its financial information, including the start and end dates of the applied accounting year** |  |

2. As part of the information on policies and procedures established to ensure compliance with Chapters 2 and 3 of Title V of Regulation (EU) 2023/1114, applicants shall provide to the competent authority all of the following information on the management of risks relating to conflicts of interests:

|  |  |  |
| --- | --- | --- |
| **A** | **Copy of the applicant’s conflicts of interest policy, together with a description of how the policy:** |  |
|  | **i. ensures that the applicant identifies and prevents or manages conflicts of interests in accordance with Article 72(1) of Regulation (EU) 2023/1114 and discloses conflicts of interest in accordance with Article 72(2) of Regulation (EU) 2023/1114** |  |
|  | **ii. is commensurate to the scale, nature, and range of crypto-asset services that the applicant intends to provide and of the other activities of the group to which it belongs** |  |
|  | **iii. ensures that the remuneration policies and procedures and arrangements do not create conflicts of interest** |  |
| **B** | **How the applicant’s conflicts of interest policy ensures compliance with Article 4(9) of [RTS on conflicts of interest of CASPs], including information on the systems and**  **arrangements put in place by the applicant to:** |  |
|  | **i. monitor, assess, review the effectiveness of its conflicts of interests policy and remedy any deficiencies** |  |
|  | **ii. record cases of conflicts of interests, including the identification, assessment,**  **remedy and whether the case was disclosed to the client** |  |

## **Business continuity**

1. An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall submit to the competent authority a detailed description of the applicant’s business continuity plan, including which steps shall be taken to ensure continuity and regularity in the performance of the applicant’s crypto-asset services.

2. The description shall include details showing that the established business continuity plan is appropriate and that arrangements are set up to maintain and periodically test it. The description shall explain, with regard to critical or important functions supported by third-party service providers, how business continuity is ensured in the event that the quality of the provision of such functions deteriorates to an unacceptable level or fails. The description shall also explain how business continuity is ensured in the event of the death of a key person and, where relevant, political risks in the service provider’s jurisdiction.

|  |
| --- |
| *Please provide the requested description under question 5-2 in this box.*  *In your business continuity plan, please also include a scenario that accounts for situations where a (public or private) distributed ledger relevant to the offered services malfunctions and specify how the core activities of the CASP are affected and how these effects are handled.*  *In the provided documentation package, please also include a:*   * *Business impact-analysis and risk assessment (Article 11(5) of Regulation (EU) 2022/2554 as used in DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 24, 25 and 26).* * *Business continuity management policy and Business continuity management procedure (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 24,25,26).* * *Disaster recovery policy and Disaster recovery procedure (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 25,26).* * *Back-up and recovery policy and Back-up and recovery procedures (DORA article 12).* |

## **Detection and prevention of money laundering and terrorist financing**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide the competent authority with information on its internal control mechanisms and policies and procedures to ensure compliance with the provisions of national law transposing Directive (EU) 2015/849 and with information on the risk assessment framework to manage risks relating to money laundering and terrorist financing, including all of the following:

|  |  |  |
| --- | --- | --- |
| **A** | **Applicant’s assessment of the inherent and residual risks of money laundering and**  **terrorist financing associated with its business, including the risks relating to the applicant’s customer base, to the services provided, to the distribution channels used and to the geographical areas of operation** | *Please also provide an up-to-date Anti-Money Laundering (AML) and Sanctions policy and Systematic Integrity Risk Analysis (SIRA), including information on compliance with Regulation (EU) 2023/1113 (Transfer of Funds Regulation, TFR).* |
| **B** | **Measures that the applicant has or will put in place to prevent the identified risks and comply with applicable anti-money laundering and counter-terrorist financing requirements, including the applicant’s risk assessment process, the policies and procedures to comply with customer due diligence requirements, and the policies and procedures to detect and report suspicious transactions or activities** | *At least the following topics should be covered in the applicant’s policies and provided in the documentation package:*   * *the measures in place to identify and verify the customer and its UBOs;* * *the measures in place in order to determine whether a client or its UBO is a PEP;* * *the measures in place to establish whether the natural person representing the client is authorized and to identify this person and verify their identity.* * *the measures in place to establish the purpose and intended nature of the business relationship;* * *the measures in place to establish whether simplified customer due diligence is sufficient or enhanced customer due diligence is necessary;* * *if applicable the delegation of customer due diligence to third parties.* * *the process of monitoring the relationship and the transactions, if necessary with review of the source of the funds used in the relationship or for the transactions;* * *the process reporting of suspicious transactions or activities;* * *the measures in place to train employees and day-to-day policymakers;* * *the measures in place to record, archive and retain relevant information and documents;* * *the measures in place to avoid acting in contravention of the sanctions regulations.* |
| **C** | **Detailed information on how such mechanisms, systems and procedures are adequate and proportionate to the scale, nature, inherent money laundering and terrorist financing risk, range of crypto-asset services provided, the complexity of the business model and how they ensure the applicant’s compliance with Directive (EU) 2015/849 and Regulation (EU) 2023/1113** |  |
| **D** | **Identification of the person in charge of ensuring the applicant’s compliance with anti-money laundering and counter-terrorist financing obligations, and evidence of the person’s skills and expertise** |  |
| **E** | **Arrangements, human and financial resources devoted to ensure that staff of the applicant is appropriately trained in anti-money laundering and counter-terrorist financing matters (annual indications) and on specific crypto-asset related risks** |  |
| **F** | **Copy of the applicant’s anti-money laundering and counter-terrorism policies and procedures and systems** |  |
| **G** | **Frequency of the assessment of the adequacy and effectiveness of such mechanisms, systems and policies and procedures as well as the person or function responsible for such assessment** |  |

## **Identity and proof of good repute, knowledge, skills, experience and of sufficient time commitment of the members of the management body**

The CASP application form is drafted in accordance with the European legislation. The associated suitability assessments are further completed based on the national regime applicable in the Netherlands. This is detailed for the AFM and DNB in the Policy Rule on suitability 2012 (Policy Rule). The CASPs are classified in group B of the Policy Rule.

This means that for determining the suitability of the management board members (executives) and supervisory board members (non-executives), the documents must be provided as required for group B. Also, for determining the reliability of these individuals, the documents must be provided as required for group B. In case someone has already been assessed by the AFM or DNB, no new reliability assessment will take place unless there are changed circumstances. In that case, please fill out the declaration of no antecedents. The list of all required forms for the suitability and reliability assessment (i.e., fit and proper testing) can be found [on our website](https://www.afm.nl/en/sector/cryptopartijen).

1. An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide the competent authority with all of the following information for **each member of the management body (including supervisory board members)**:

|  |  |  |
| --- | --- | --- |
| **A** | **Full name and, where different, name at birth** |  |
| **B** | **Place and date of birth, address and contact details of the current place of residence and of any other place of residence in the past ten years, nationalit(y/ies), personal national identification number and copy of an official identity document or equivalent** | *Please fill out prospective appointment form and submit copy ID.*    ***To be filled out in this box:***  *Other places of residence in the past ten years:*    *Personal national identification number:* |
| **C** | **Details of the position held or to be held by the person, including whether the position is executive or non-executive, the start date or planned start date and, where**  **applicable, the duration of mandate, and a description of the person’s key duties and**  **responsibilities** |  |
| **D** | **Curriculum vitae stating relevant education, professional training and professional experience with the name and nature of all organisations for which the individual has worked and the nature and duration of the functions performed, in particular highlighting any activities within the scope of the position sought, including professional experience**  **relevant to financial services, crypto-assets, or other digital assets, distributed ledger**  **technology, information technology, cybersecurity, or digital innovation; for positions**  **held in the previous 10 years. When describing the aforementioned activities, details shall be included on all delegated powers and internal decision-making powers held and the areas of operations under control** | *Submitted CVs should contain* ***all*** *information as detailed on the left. Please note that the template CV on the AFM website contains additional requirements.* |
| **E** | **Documentation relating to the person's reputation and experience, in particular a list of**  **reference persons including contact information and letters of recommendation** | *Reference persons should be former managers/directors to whom the person to be assessed reported hierarchically at previous employers over the last 8 years* |
| **F** | **Personal history, including all of the following:** |  |
|  | **i. criminal records, including criminal convictions and any ancillary penalties and information on pending criminal proceedings or investigations or penalties (including relating to commercial law, financial services law, money laundering, and terrorist financing, fraud or professional liability), information on enforcement proceedings or sanctions, information on relevant civil and administrative cases and disciplinary actions, including disqualification as a company director, bankruptcy, insolvency and similar procedures, through an official certificate (if and**  **so far as it is available from the relevant Member State or third country), or through another equivalent document or, where such certificate does not exist. For ongoing investigations, the information may be provided through a declaration of honour.**  **Official records, certificates and documents shall have been issued within three months before the submission of application for an authorisation** | *Please fill out integrity screening form*    *In addition, submit criminal records extract (if the person to be assessed has lived outside the Netherlands at any time in the last 8 years)* |
|  | **ii. information on any refusal of registration, authorisation, membership or licence to carry out a trade, business or profession; or the withdrawal, revocation or termination of such a registration, authorisation, membership or licence to carry**  **out a trade, business or profession; or any expulsion by a regulatory or government body or by a professional body or association** |  |
|  | **iii. information on dismissal from employment or a position of trust, fiduciary relationship, or similar situation** |  |
|  | **iv. information on whether another competent authority has assessed the reputation of the individual, including the identity of that authority, the date of the assessment and information about the outcome of that assessment. The applicant shall not need to submit such information about the previous assessment where the**  **competent authority is already in possession of such information** |  |
| **G** | **Description of any financial and non-financial interests or relationships of the person**  **and his/her close relatives to members of the management body and key function holders in the same institution, the parent institution and subsidiaries and shareholders. Such description shall include any financial interests, including crypto assets, other digital assets, loans, shareholdings, guarantees or security interests, whether granted or received, commercial relationships, legal proceedings and whether the person was a politically exposed person as defined in point (9) of article 3 of Directive (EU) 2015/849 over the past two years** | *Description should contain* ***all*** *information as detailed on the left* |
| **H** | **Where a material conflict of interest is identified, a statement of how that conflict will be satisfactorily mitigated or remedied, including a reference to the outline of the conflicts of interest policy** |  |
| **I** | **Information on the time that will be devoted to the performance of the person’s functions within the applicant, including all of the following:** | *If filled out in the suitability matrix, please ensure it contains* ***all*** *information as detailed on the left* |
|  | **i. the estimated minimum time, per year and per month, that the individual will devote to the performance of his or her functions within the applicant** | *If filled out in the suitability matrix, please ensure it contains* ***all*** *information as detailed on the left* |
|  | **ii. a list of the other executive and non-executive directorships that the person holds, referring to commercial and non-commercial activities or set up for the sole purposes of managing the economic interests of the person concerned** | *If filled out in the suitability matrix, please ensure it contains* ***all*** *information as detailed on the left* |
|  | **iii. information on the size and complexity of the companies or organisations where the mandates referred to in point (ii) are held, including total assets, based on the last available annual accounts whether or not the company is listed and the number of employees of those companies or organisations** | *Description should contain* ***all*** *information as detailed on the left* |
|  | **iv. a list of any additional responsibilities associated with the mandates referred to in point (ii), including chairing a committee** | *Description should contain* ***all*** *information as detailed on the left* |
|  | **v. the estimated time in days per year dedicated to each of the other mandates referred to in point (ii) and the number of meetings per year dedicated to each mandate** | *If filled out in the suitability matrix, please ensure it contains* ***all*** *information as detailed on the left* |

2. For the purposes of paragraph 1, points (f)(i) and (ii), the applicant shall provide the information through an official certificate (if and so far as it is available from the relevant Member State or third country), or through another equivalent document, where such certificate does not exist. Official records, certificates and documents shall have been issued within three months before the submission of application for an authorisation. For ongoing investigations, the information may be provided through a declaration of honour.

3. An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide the competent authority with the suitability policy and the results of any suitability assessment of each member of the management body performed by the applicant, and the results of the assessment of the collective suitability of the management body, including the relevant board minutes or suitability assessment report or documents on the outcome of the suitability assessment.

|  |
| --- |
|  |

## **Information relating to shareholders or members with qualifying holdings**

Regarding shareholders or members with qualifying holdings, declarations of no-objection (DNO’s) need to be requested simultaneously but separately from this licence application. The Dutch Central Bank (DNB) is the national competent authority for the assessment and approval of the DNO request. The CASP DNO requests need to be submitted to DNB via the digital portal [“My DNB”](https://mijn.dnb.nl/home). More information on this topic is available on the website of DNB: [Vvgb voor deelnemingen MiCAR (art. 41 resp 83 MiCAR) (dnb.nl)](https://www.dnb.nl/voor-de-sector/open-boek-toezicht/thema-s/verklaring-van-geen-bezwaar/vvgb-voor-deelnemingen-micar-art-41-resp-83-micar/).

For the gathering of the required information relating to shareholders or members with qualifying holdings, we refer to the RTS specifying the content of the information necessary to carry out the assessment of the proposed acquisition of a qualifying holding. We also refer to the information as specified in Article 8 of the RTS on authorisation of crypto-asset service providers.

## **ICT systems and related security arrangements**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Technical documentation of the ICT systems, on DLT infrastructure relied upon, where relevant, and on the security arrangements. The applicant shall include a description of the arrangements, and deployed ICT and human resources established to ensure that the applicant complies with Regulation (EU) 2022/2554 including, but not limited to:** | *Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *Information security policy and measures (DORA article 2, 3, DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 29).* |
|  | **i. sound, comprehensive and well–documented ICT risk management framework as part of its overall risk management system, including a detailed description of ICT systems, protocols and tools and of how the applicant’s procedures, policies and systems to safeguard the security, integrity, availability, authenticity and confidentiality of data in accordance with Regulation (EU) 2022/2554 and Regulation (EU) 2016/679** | *Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *IT Risk management policy (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 3)* * *ICT change management policy and ICT change management procedures (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 16, 17).* * *IT landscape overview.* * *Technical description of IT infrastructure and ICT systems.* |
|  | **ii. identification of ICT services supporting critical or important functions, developed or maintained by the applicant, as well as those provided by third-party service providers, a description of such contractual arrangements (identity and geographical location of the providers, description of the outsourced activities or ICT services with their main characteristics, copy of contractual agreements) and how they comply with Article 73 of Regulation (EU) 2023/1114 and the Chapter V of Regulation (EU) 2022/2554** | *See also point K under 2. Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *Present policies and procedures related to the third party ICT-risks. These policies and procedures must comply with the:*   + *RTS to specify the policy on ICT services supporting critical or important functions (article 28(10)), in compliance with Regulation (EU) 2024/1773)*   + *ITS on the register of information (article 28(9), in compliance with Regulation (EU) 2024/2956)*   + *RTS on subcontracting ICT services (DORA article 30(5))* |
|  | **iii. description of the applicant’s procedures, policies, arrangements and systems for security and incident management** | *Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *Incident management policy and Incident management procedures (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 22,23)* * *Access control policy (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 21)* * *Identity management policy and Identity management procedures (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 20)* |
| **B** | **A cybersecurity audit realized by a third-party cybersecurity auditor having sufficient experience in accordance with [DORA TLPT RTS detailing the minimum requirements on capabilities which are described in DORA Level 1 Article 27] covering: the following audits or tests performed by external independent parties:** |  |
|  | **i. organisational cybersecurity, physical security and secure software development lifecycle arrangements** |  |
|  | **ii. vulnerability assessments and scans, network security assessments** | *Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *Vulnerability and patch management procedures (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework 15 article 10).* |
|  | **iii. configuration reviews of ICT assets supporting critical and important functions as defined in Article 3 of Regulation (EU) 2022/2554** | *Please provide a self-explanatory answer in this box and at least also the following supporting documentation:*   * *ICT asset management policy (DORA RTS on ICT Risk Management Framework and on simplified ICT Risk Management Framework article 4,5).* |
|  | **iv. penetration tests on the ICT assets supporting critical and important functions as defined in Article 3(22) of Regulation (EU) 2022/2554, in accordance with all the following audit test approaches: - black box: the auditor has no information other than the IP addresses and URLs associated with the audited target. This phase is generally preceded by the discovery of information and the identification of the target by querying domain name system (DNS) services, scanning open ports, discovering the presence of filtering equipment, etc.**  **- grey box phase: auditors have the knowledge of a standard user of the information system (legitimate authentication, “standard” workstation, etc.). The identifiers can belong to different user profiles in order to test different privilege levels**  **- white box phase: auditors have as much technical information as possible (architecture, source code, telephone contacts, identifiers, etc.) before starting the analysis. They also have access to technical contacts related to the target** |  |
|  | **v. if the applicant uses and/or develops smart-contracts, a cybersecurity source code review of them** |  |
| **C** | **Description of conducted audits of the ICT systems including used DLT infrastructure and security arrangements** |  |
| **D** | **Description of the relevant information set out in subparagraphs a) and b) in non-technical language of the information provided under points a) and b).** |  |
| **E** | **DORA Regulation (EU) 2022/2554 Roadmap** | *Please provide a roadmap to your licence application in which you provide insight into the steps your company is taking to be DORA-compliant in a timely manner. We expect this roadmap to provide clear insight into when policies and procedures are (finally) drawn up and when they are implemented within the organization, including any intermediate steps.* |

## **Segregation of clients’ crypto-assets and funds**

Where the applicant intends to hold crypto-assets belonging to clients or the means of access to such crypto-assets, or clients’ funds (other than e-money tokens), the applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority a detailed description of its policies and procedures for the segregation of clients’ crypto assets and funds, including all of the following:

|  |  |  |
| --- | --- | --- |
| **A** | **How the applicant ensures that:** | *Please note that the AFM has published FAQs on their website on asset segregation. We expect you to take available supervisory guidance into account when filling in this form.* |
|  | **i. clients’ funds are not used for its own account** |  |
|  | **ii. crypto-assets belonging to the clients are not used for its own account** |  |
|  | **iii. wallets holding clients’ crypto-assets are different from the applicant’s own wallets** |  |
| **B** | **Detailed description of the approval system for cryptographic keys and safeguarding of cryptographic keys (for instance, multi-signature wallets)** |  |
| **C** | **How the applicant segregates clients’ crypto-assets, including from other clients’ crypto-assets in the event of wallets containing crypto-assets of more than one client (omnibus accounts)** |  |
| **D** | **Description of the procedure to ensure that clients’ funds (other than e-money tokens) are deposited with a central bank or a credit institution by the end of the business day following the day on which they were received and are held in an account separately identifiable from any accounts used to hold funds belonging to the applicant** | *Please also include information regarding which bank accounts are used, including bank accounts in the Union where client funds are deposited or will be deposited.* |
| **E** | **Where the applicant does not intend to deposit funds with the relevant central bank, which factors the applicant is taking into account to select the credit institutions to deposit clients’ funds, including the applicant’s diversification policy, where available, and the frequency of review of the selection of credit institutions to deposit clients’ funds** |  |
| **F** | **How the applicant ensures that clients are informed in clear, concise and non-technical language about the key aspects of the applicant’s systems, policies and procedures to comply with Article 70(1), (2) and (3) of Regulation (EU) 2023/1114** |  |

2. In accordance with Article 70(5) of Regulation (EU) 2023/1114, crypto-asset service providers that are electronic money institutions or payment institutions shall only provide the information listed in section above in relation to the segregation of clients’ crypto-assets.

## **Complaints-handling**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 shall provide to the competent authority a detailed description of the applicant’s complaints handling policies and procedures, including all of the following:

|  |  |  |
| --- | --- | --- |
| **A** | **Information on the human and technical resources allocated to complaints handling** |  |
| **B** | **Information on the person in charge of the resources dedicated to the management of complaints, together with a curriculum vitae stating relevant education, professional training and professional experience justifying the skills, knowledge and expertise for the discharge of the responsibilities allocated to him or her** |  |
| **C** | **How the applicant ensures compliance with the requirements set out in Article 1 of [RTS on complaints handling by CASPs]** |  |
| **D** | **How the applicant will inform clients or potential clients of the possibility to file a complaint free of charge, including where and how on the applicant’s website, or on any other relevant digital device that may be used by clients to access the crypto-asset services, is the information available as well as what information is provided** |  |
| **E** | **The applicant’s record-keeping arrangements in relation to complaints** |  |
| **F** | **The timeline provided in the complaints-handling policies and procedures of the applicant to investigate, respond and, where appropriate, take measures in response to complaints received** |  |
| **G** | **How the applicant will inform clients or potential clients of the available remedies** |  |
| **H** | **Procedural key steps of the applicant in making a decision on a complaint and how the applicant will communicate this decision to the client or potential client who filed the complaint** |  |

## **Operating rules of the trading platform and market abuse detection**

1. An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to operate a trading platform for crypto-assets shall provide to the competent authority a description of all of the following:

|  |  |  |
| --- | --- | --- |
| **A** | **Rules regarding the admission of crypto-assets to trading** |  |
| **B** | **Approval process for admitting crypto-assets to trading, including the customer due diligence carried out in accordance with Directive (EU) 2015/849** |  |
| **C** | **List of any categories of crypto-assets that will not be admitted to trading and the description of the reasons for such exclusion** |  |
| **D** | **Policies and procedures, and fees for the admission to trading, together with a description, where relevant, of membership, rebates and the related conditions** |  |
| **E** | **Rules governing the order execution, including any cancellation procedures for**  **executed orders and for disclosing such information to market participants** |  |
| **F** | **Policies and procedures adopted to assess the suitability of crypto-assets in accordance with Article 76(2) of Regulation (EU) 2023/1114** |  |
| **G** | **Systems, procedures, and arrangement put in place to comply with Article 76(7), points (a) to (h), of Regulation (EU) 2023/1114** |  |
| **H** | **Systems, procedures and arrangements to make public any bid and ask prices, the depth of trading interests at those prices which are advertised for crypto-assets through their trading platforms and price, volume and time of transactions executed in respect of crypto-assets traded on their trading platforms** | *Please include information if you make use of third-party services such as a price oracle, to establish the price.* |
| **I** | **Fee structures and a justification of how they comply with the requirements laid down in Article 76(13) of Regulation (EU) 2023/1114** |  |
| **J** | **Systems, procedures, and arrangement to keep data relating to all orders at the disposal of the competent authority or the mechanism to ensure that the competent authority has access to the order book and any other trading system** | *Please include clear evidence (e.g., mapping table) that you obtain and hold at least the records that are included in the tables of the MiCAR RTS specifying the content and format of order book records for CASPs operating a trading platform for crypto-assets (see tables 2 and 3 of the Annex).* |
| **K** | **With regards to the settlement of transactions:** |  |
|  | **i. whether the final settlement of transactions is initiated on the distributed ledger or outside the distributed ledger** |  |
|  | **ii. timeframe within which the final settlement of crypto-asset transactions is initiated** |  |
|  | **iii. systems and procedures to verify the availability of funds and crypto-assets** |  |
|  | **iv. procedures to confirm the relevant details of transactions** |  |
|  | **v. measures foreseen to limit settlement fails** |  |
|  | **vi. definition of the moment at which settlement is final and the moment at which final settlement is initiated following the execution of the transaction** |  |
| **L** | **Policies and procedures and systems to detect and prevent market abuse, including information on the communications to the competent authority of possible market abuse cases** | *Please also include a description of any alerting or market monitoring software used to detect market abuse.* |

2. Applicants intending to operate a trading platform for crypto-assets shall provide to the competent authority a copy of the operating rules of the trading platform and of any policies and procedures to detect and prevent market abuse.

|  |
| --- |
|  |

## **Custody and administration policy**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to provide the service of custody and administration of crypto-assets on behalf of clients shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Description of the arrangements linked to the type or types of custody offered to clients, a copy of the applicant’s standard agreement for the custody and administration of crypto-assets on behalf of clients as well as a copy of the summary of the custody policy made available to clients in accordance with Article 75(3) of Regulation (EU) 2023/1114** |  |
| **B** | **Applicant’s custody and administration policy, including a description of identified sources of operational and ICT risks for the safekeeping and control of the crypto-assets or the means of access to the crypto-assets of clients, together with:** |  |
|  | **i. policies and procedures, and a description of, the arrangements to ensure compliance with Article 75(8) of Regulation (EU) 2023/1114** |  |
|  | **ii. policies and procedures, and a description of the systems and controls, to manage those risks, including when the custody and administration of crypto-assets on behalf of clients is outsourced to a third party** |  |
|  | **iii. policies and procedures relating to, and a description of, the systems to ensure the exercise of the rights attached to the crypto-assets by the clients** |  |
|  | **iv. policies and procedures relating to, and a description of, the systems to ensure the return of crypto-assets or the means of access to the clients** |  |
| **C** | **Information on how the crypto-assets and the means of access to the crypto-assets of the clients are identified** |  |
| **D** | **Information on arrangements to minimise the risk of loss of crypto-assets or of means of access to crypto-assets** |  |
| **E** | **Where the crypto-asset service provider has delegated the provision of custody and administration of crypto-assets on behalf of clients to a third-party:** |  |
|  | **i. information on the identity of any third-party providing the service of custody and administration of crypto-assets and its status in accordance with Article 59 or Article 60 of Regulation (EU) 2023/1114** |  |
|  | **ii. description of any functions relating to the custody and administration of crypto-assets delegated by the crypto-asset service provider, the list of any delegates and sub-delegates (as applicable) and any conflicts of interest that may arise from such a delegation** |  |
|  | **iii. description of how the applicant intends to supervise the delegations or sub-delegations** |  |

## **Exchange of crypto-assets for funds or other crypto-assets**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to provide the service of exchange of crypto-assets for funds or other crypto-assets shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Description of the commercial policy established in accordance with Article 77(1) of Regulation (EU) 2023/1114** |  |
| **B** | **Methodology for determining the price of the crypto-assets that the applicant proposes to exchange for funds or other crypto-assets in accordance with Article 77(2) of Regulation (EU) 2023/1114, including how the volume and market volatility of crypto-assets impact the pricing mechanism** | *Please include information if you make use of third-party services such as a price oracle, to establish the price.* |

## **Execution policy**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to provide the service of executing orders for crypto-assets on behalf of clients shall provide to the competent authority its execution policy, including all of the following:

|  |  |  |
| --- | --- | --- |
| **A** | **Arrangements to ensure the client has provided consent on the execution policy prior to the execution of the order** |  |
| **B** | **List of the trading platforms for crypto-assets on which the applicant will rely for the execution of orders and the criteria for the assessment of execution venues included in the execution policy in accordance with Article 78(6) of Regulation (EU) 2023/1114** |  |
| **C** | **Which trading platforms it intends to use for each type of crypto-assets and confirmation that it will not receive any form of remuneration, discount or non-monetary benefit in return for routing orders received to a particular trading platform for crypto-assets** |  |
| **D** | **How the execution factors of price, costs, speed, likelihood of execution and settlement, size, nature, conditions of custody of the crypto-assets or any other relevant factors are considered as part of all necessary steps to obtain the best possible result for the client** |  |
| **E** | **Where applicable, the arrangements for informing clients that the applicant will execute orders outside a trading platform and how the applicant will obtain the prior express client consent before executing such orders** |  |
| **F** | **How the client is warned that any specific instructions from a client may prevent the applicant from taking the steps that it has designed and implemented in its execution policy to obtain the best possible result for the execution of those orders in respect of the elements covered by those instructions** |  |
| **G** | **Selection process for trading venues, execution strategies employed, the procedures and processes used to analyse the quality of execution obtained and how the applicant monitors and verifies that the best possible results were obtained for clients** |  |
| **H** | **Arrangements to prevent the misuse of any information relating to clients’ orders by the employees of the applicant** |  |
| **I** | **Arrangements and procedures for how the applicant will disclose to client’s information on its order execution policy and notify them of any material changes to their order execution policy** |  |
| **J** | **Arrangements to demonstrate compliance with Article 78 of Regulation (EU) 2023/1114 to the competent authority, upon the request of the**  **authority** |  |

## **Provision of advice or portfolio management on crypto-assets**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to provide advice on crypto-assets or portfolio management of crypto-assets shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Policies and procedures and a detailed description of the arrangements put in place by the applicant to ensure compliance with Article 81(7) of Regulation (EU) 2023/1114. This information shall include details on:** |  |
|  | **i. mechanisms to control, assess and effectively maintain the knowledge and competence of the natural persons providing advice or portfolio management on**  **crypto-assets** |  |
|  | **ii. arrangements to ensure that natural persons involved in the provision of advice or portfolio management are aware of, understand and apply the applicant’s internal policies and procedures designed to ensure compliance with Regulation (EU) 2023/1114, especially Article 81(1) of Regulation (EU) 2023/1114 and anti-money laundering and anti-terrorist financing obligations in accordance with Directive (EU) 2015/849** |  |
|  | **iii. amount of human and financial resources planned to be devoted on a yearly basis by the applicant to the professional development and training of the natural persons providing advice or portfolio management on crypto-assets** |  |
| **B** | **Arrangements adopted by the applicant to ensure that the natural persons giving advice on behalf of the applicant have the necessary knowledge and expertise to conduct the suitability assessment referred to in Article 81(1) of Regulation (EU) 2023/1114** |  |

## **Transfer services**

An applicant seeking authorisation as a crypto-asset service provider in accordance with Article 62 of Regulation (EU) 2023/1114 and intending to provide transfer services for crypto-assets on behalf of clients shall provide to the competent authority all of the following information:

|  |  |  |
| --- | --- | --- |
| **A** | **Details on the types of crypto-assets for which the applicant intends to provide transfer services** |  |
| **B** | **Policies and procedures and a detailed description of the arrangements put in place by the applicant to ensure compliance with Article 82 of Regulation (EU) 2023/1114, including detailed information on the applicant’s arrangements and deployed ICT and human resources to address risks promptly, efficiently, and thoroughly during the provision of transfer services for crypto-assets on behalf of clients, considering potential operational failures and cybersecurity risks** |  |
| **C** | **If any, a description of the applicant’s insurance policy, including on the insurance’s coverage of detriment to client’s crypto-assets that may result from cyber security risks** |  |
| **D** | **Arrangements to ensure that clients are adequately informed about the policies and procedures and arrangements referred to in point (b)** |  |

**Additional information:**

1. **Cross-border provision of crypto-asset services** (as meant under Article 65 MiCAR)

Do you intend to provide crypto-asset services in other EU Member States than the Netherlands?

* Yes, then please provide the following information
* No

|  |  |  |
| --- | --- | --- |
| **A** | **List of the Member States in which the crypto-asset service provider intends to provide crypto-asset services** |  |
| **B** | **The crypto-asset services that the crypto-asset service provider intends to provide on a cross-border basis** |  |
| **C** | **Starting date of the intended provision of the crypto-asset services** |  |
| **D** | **List of all other activities provided by the crypto-asset service provider not covered by MiCAR** |  |

1. **Orderly wind-down of crypto-asset service providers** (as meant under Article 74 MiCAR)

Crypto-asset service providers that provide the services referred to in Articles 75 to 79 shall have in place a plan that is appropriate to support an orderly wind-down of their activities under applicable national law, including the continuity or recovery of any critical activities performed by those service providers. That plan shall demonstrate the ability of crypto-asset service providers to carry out an orderly wind-down without causing undue economic harm to their clients.

|  |
| --- |
| *Please note that an orderly wind-down plan describes the process where the company is no longer viable and is compelled to wind down. Scenarios where the business exit is done as a strategic decision (e.g., sale of the business) do not cover wind-down planning.*  *We expect at least the following elements to be included in the orderly wind-down plan:*   * *Organizational descriptions, financial statements, and projections* * *Clearly specified roles and responsibilities* * *Identification of wind down scenarios* * *Impact assessment (on consumers, counterparties, other stakeholders)* * *Operational analysis of wind-down procedures (incl. action plan regarding the operational processes to be followed during the wind-down process)* |

1. Please note that this licence application form is based on a draft version of the regulatory technical standards (RTS) specifying the information to be included in an application for authorisation as crypto-asset service provider (see Article 62(5)) and may be subject to change, meaning that the AFM may request the applicant to supplement and/or adjust the required information. The latest version of the draft RTS can be found on the website of ESMA. [↑](#footnote-ref-2)