

Checklist for the initial recording of client data (private person)

The following checklist lists all the data we need to provide our clients with optimal support. We ask you to provide us with this information.

For further information or if you have any questions please do not hesitate to contact us.

1. Family relations

1.1 Personal data:

Last name	
First name	
Academic degree/title	
Adress	
Postal code, Place	
Private phone	
Work phone	
Fax	
Mobil phone	
E-Mail	
Date of birth	
Place of birth	
Nationality	
Religion	
Marital status	
If married, since when?	
If divorced, since when?	
If seperated, since when?	
If widowed, since when?	

Profession BAN BIC Bank Tax number Identification number Tax authority (place) 1.2 Legitimation identity card/passport: Number Issuing authority Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax Mobil phone			
BIC Bank Tax number Identification number Tax authority (place) 1.2 Legitimation identity card/passport: Number Issuing authority Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Profession		
Bank Tax number Identification number Tax authority (place) 1.2 Legitimation identity card/passport: Number Issuing authority Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	IBAN		
Tax number Identification number Tax authority (place) 1.2 Legitimation identity card/passport: Number Issuing authority Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	BIC		
Identification number Tax authority (place) 1.2 Legitimation identity card/passport: Number Issuing authority Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Bank		
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Number Issuing authority Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Tax authority (place)		
Issuing authority Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	1.2 Legitimation identity card/	passport:	
Nationality Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Number		
Issued on valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Issuing authority		
valid until 1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Nationality		
1.3 Personal data of spouse: Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Issued on		
Last name First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	valid until		
First name Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	1.3 Personal data of spouse:		
Academic degree/title Street and house number Postal code, Place Private phone Work phone Fax	Last name		
Street and house number Postal code, Place Private phone Work phone Fax	First name		
Postal code, Place Private phone Work phone Fax	Academic degree/title		
Private phone Work phone Fax	Street and house number		
Work phone Fax	Postal code, Place		
Fax	Private phone		
	Work phone		
Mobil phone	Fax		
	Mobil phone		

E-Mail		
Date of birth		
Place of birth		
Nationality		
Religion		
Profession		
IBAN		
BIC		
Bank		
Tax number		
Identification number		
Tax authority (place)		
1.4 Information on children:		
1.4 Information on children: 1. Child		
	Client	Spouse
1. Child	☐ Client	☐ Spouse
1. Child Child of:	☐ Client	☐ Spouse
1. Child Child of: Biological child	☐ Client	☐ Spouse ☐ ☐
1. Child Child of: Biological child Foster child	Client	☐ Spouse ☐ ☐ ☐ ☐ ☐
1. Child Child of: Biological child Foster child Adopted child	Client	☐ Spouse ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
1. Child Child of: Biological child Foster child Adopted child Stepchild taken into the household		Spouse Control Contro
1. Child Child of: Biological child Foster child Adopted child Stepchild taken into the household Grandchild taken into the household		Spouse Spouse Spouse
1. Child Child of: Biological child Foster child Adopted child Stepchild taken into the household Grandchild taken into the household Last name		Spouse Spouse Spouse

Date of birth		
Place of birth		
Nationality		
Marital status		
Identification number		
Remarks		
2. Child		
Child of:	Client	Spouse
Biological child		
Foster child		
Adopted child		
Stepchild taken into the household		
Grandchild taken into the household		
Last name		
First name		
Street and house number		
Postal code, Place		
Date of birth		
Place of birth		
Nationality		
Marital status		
Identification number		
Remarks		

3. Child			
Child of:	Client	Spouse	
Biological child			
Foster child			
Adopted child			
Stepchild taken into the household			
Grandchild taken into the household			
Last name			
First name			
Street and house number			
Postal code, Place			
Date of birth			
Place of birth			
Nationality			
Marital status			
Identification number			
Remarks			
Matrimonial property of the client: If a marriage contract has been agreed upon, we ask for a copy.			
Is there a marriage contract with the spouse?	Yes	☐ No	
If so, what was agreed upon?			
- Separation of property	Yes	☐ No	
- modified community of accrued gains	Yes	□No	
- Joint property	Yes	□No	

3. Income of the client:

What types of income do you have?

Profit income (agriculture and forestry, commercial enterprise or freelancer)	Yes	□No
Employee relationship (non-self-employed with wage tax certificate)	Yes	□No
Investment income (also foreign)	Yes	□No
Pension income	Yes	□No
Renting and leasing	Yes	□No