

Registration Guide

This manual is made to guide you through the process of registration on the Dutch website of Stichting de Thuis kopie. Registration is needed to report your private copying levy as an Importer/Manufacturer of levy liable goods.

The screenshots below are made from the registration form on the Thuis kopie [Portal](#). Each Field is given a number and explained afterwards. If you have any additional questions you can email your question to thuis kopie@cedar.nl

Registreren

Vul uw KvK nummer in om uw gegevens op te zoeken

Voordat u opgave kunt doen aan Stichting de Thuis kopie of zich wilt aanmelden als professioneel gebruiker, dient u zich eerst te registreren. Dit doet u door onderstaande gegevens in te vullen. Na registratie ontvangt u een uniek Thuis kopie relatienummer en wachtwoord op het door u opgegeven e-mailadres. Ook als u een **bestaande** relatie van Stichting de Thuis kopie bent, vragen wij u zich de eerste keer te registreren.

Vanaf 1 januari 2013 kunt u uw eerste opgave doen.

Bent u importeur, fabrikant of professioneel gebruiker, dan kunt u zich echter hier al vanaf december 2012 online registreren. Na registratie ontvangt u uw inloggegevens. Bij vroegtijdige registratie kan Stichting de Thuis kopie uw gegevens alvast verwerken. Hierdoor kunnen wij u na ingang van de regeling op 1 januari 2013 nog sneller van dienst zijn.

KvK nummer

{FIELD #1}



Algemene gegevens

Velden gemarkeerd met een zijn verplicht

Naam bedrijf

{FIELD #2}



Land

Nederland {FIELD #3}



Postcode

{FIELD #4}



Huisnummer

{FIELD #5}



Toevoeging

{FIELD #6}

Straatnaam

{FIELD #7}



Plaats

{FIELD #8}



Website

{FIELD #9}

Bent u BTW-plichtig ?

Ja



FIELD #10

BTW-nummer

FIELD #11



FIELD #12

Ik heb een afwijkend correspondentieadres

Contactpersoon gegevens

Velden gemarkeerd met een zijn verplicht

Aanhef

Dhr.

FIELD #13



Voorletters contactpersoon

FIELD #14

Voornaam contactpersoon

FIELD #15

Tussenvoegsel

FIELD #16

Achternaam

FIELD #17



Algemeen telefoonnummer

FIELD #18



Direct telefoonnummer

FIELD #19

E-mailadres

FIELD #20



Financiële gegevens

Velden gemarkeerd met een zijn verplicht

Rekeningnummer

FIELD #21



Tenaamstelling rek.nr.

FIELD #22



IBAN

FIELD #23



BIC/SWIFT

FIELD #24



Vragen

Om uw registratie goed te kunnen verwerken, verzoeken wij u de onderstaande vragen te beantwoorden.

Bent u importeur/fabrikant van CD-R's, DVD-R's, harddiskrecorders en externe harddisks, settopboxen, tablets, audio/video spelers (MP3/MP4), pc's, laptops, smartphones en/of telefoons met een MP3-functie? **Q1** Ja 

Levert en/of verkoopt u (blanco)heffingsplichtige voorwerpen door aan derden? Ofwel handelt u in (blanco) CD-R's, DVD-R's of externe harddisks, tablets, pc's en/of laptops, smartphones en/of telefoons met een MP3 functie? **Q2** Ja 

Gebruikt u CD-R's, DVD-R's, externe harddisks, tablets, pc's en/of laptops strikt voor professionele doeleinden binnen uw bedrijf? **Q3** Ja 

* Op producten als smartphones en/of telefoons met een MP3-functie, audio-video spelers (MP3/MP4) en harddiskrecorders/settopboxen is geen vrijstelling van de thuishopievergoeding voor professioneel gebruik mogelijk.

Beveiliging



Slide om te ontgrendelen

Slide bar to the right to complete your registration and click on the "Registreren" Button

Registreren

Clarification of fields

Checkmarks

Grey checkmark: obligated field

Red checkmark: incorrect input

Green checkmark: correct input



Select your Country of Registration First – as Field #3 influences the obligated fields for your registration.

Field #1 KvK Nummer/Chamber of Commerce:

- If the company responsible for reporting the private copying levy is situated in the Netherlands, you have a chamber of commerce registration (KvK). The number of your chamber of commerce registration is demanded.
- If your company is situated outside the Netherlands select your own country from the dropdown in field #3 "Land" / "Country" and field #1 is no longer obligated.

Algemene gegevens / General data

Field #2 Naam Bedrijf/Company Name:

- Enter the full name of your company.

Field #3 Land/Country

- Select the country in which your company is located from the dropdown.

Field #4 Postcode/Zip Code

- Enter the zip code of your company's location.

Field #5 Huisnummer/ House number

- The house number of your address; e.g. 7.

Field #6 Toevoeging / Addition

- If your house number contains an addition; e.g. 7A. Enter. "A" in this field. This field is not obligated.

Field #7 Straatnaam / Street name

- Enter your street name.

Field #8 Plaats/City

- Enter your City.

Field #9 Website

- Enter company website – This field is not obligated.

Field #10 BTW: Bent u BTW plichtig / Is your company subjected to VAT (Value Added Tax)

- Most likely your company will be VAT liable, answer this question of Ja/Yes. And continue to Field #11 and fill in your BTW/VAT number. A VAT number has 14 characters and looks like this: NL001234567B01
- If not levy liable in the Netherlands, answer Nee/No and continue to field #12.

Field #12 Ik heb een afwijkend correspondentie address/ I have a different mailing address

- **If your company uses a different mailing address you can checkmark the box and enter the address which we will use for correspondence / sending invoices etc.**

Contactpersoon gegevens / Contact person data

Field #13 Aanhef/Salutation:

- Select Dhr. (Mr.) or Mevr. (Ms.)

Field #14 Voorletters / Initials

- Enter the Initials of the Contact Person. – Not an obligated field

Field #15 Voornaam/First Name

- Enter the First name of the Contact Person - Not an obligated field

Field #16 Tussenvoegsel /Insertion

- Enter insertion if applicable. E.g. “van der / van “. Not an obligated field

Field #17 Achternaam / Surname

- Enter Surname of contact person.

Field #18 Algemeen Telefoonnummer / General Phone number

- Enter company phone number

Field #19 Direct Telefoonnummer / Direct Phone number

- Enter direct/personal phone number of contact person. Not an obligated field

Field #20 Emailadres / E-mail address.

- Enter email address of contact person. Used for correspondence via Portal.

Financiële gegevens/ Financial data

Field #21 Rekeningnummer / Bank account number

- Enter the bank account number that can be used for our invoices.

Field #22 Tenaamstelling Rekeningnummer / Ascription

- Enter the (company) name to which the bank account is registered.

Field #23 IBAN (International Bank Account Number)

- IBAN: An IBAN (International Bank Account Number) code or number is needed for foreign bank transfers. The IBAN is actually an international bank account number. The International Bank Account Number consists of up to 34 characters, and your bank account is always in for.
- Through the ibanbicservice, supported by the Dutch banks, you can find your Dutch account of its IBAN and BIC. This can be done through the introduction of a single account and through sending a file with several Dutch accounts. For more information, visit www.ibanbicservice.nl.

Field #24 BIC/SWIFT

- BIC: Every bank has a unique code for payments within the 32 SEPA countries. This is called the BIC (Bank Identification Code). With this service, supported by the Dutch banks, you can find your Dutch account of its IBAN and BIC. This can be done through the introduction of a single account and through sending a file with several Dutch accounts. For more information visit www.ibanbicservice.nl/.
- A Swift code is a unique identifier consisting of 11 alphanumeric characters that identifies a particular bank.
- This code is used for money transfers between banks. To determine your Swift code, please contact your bank. If your Swift code only has eight characters, enter additional Xs in (at the end) for a total of 11 characters to form. Example: If your Swift code example: 123AB456, enter the code as: 123AB456XXX

Vragen/Questions

Q1: Are you an importer / manufacturer of CD-Rs, DVD-Rs, hard disk recorders and external hard drives, set-top boxes, tablets, Audio / Video Players (MP3/MP4), PCs, laptops, smartphones and / or phones with MP3 function?

Select JA/YES or NEE/NO. Most likely Yes, as initially made for foreign Importers/Manufacturers.

Q2: Are you a (re)seller of levy liable goods? E.g. (blank) CD-Rs, DVD-Rs or external hard disks, tablets, PCs and / or laptops, smartphones and / or phones with MP3 function?

Select JA/YES or NEE/NO. Most likely Yes.

Q3: Do you use CD-Rs, DVD-Rs, external hard disks, tablets, PCs and / or laptops strictly for professional purposes within your business?

Select JA/YES or NEE/NO. Most likely Yes. Companies can use levy liable goods in their own organization. E.g. PC's for own company infrastructure can be allocated as Professional Use. Each contractor of ThuisKopie also becomes a Professional User.

Complete registration

Slide the bar to the right and complete your registration by pressing on the "Registreren" button.