

How to complete the Account Verification process

For Companies*

* This guide does **not** apply to Individuals or Sole Proprietors/Sole Traders

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Before you start, please ensure you have the following documents ready.

This will help you complete the verification smoothly without interruptions:

1. Registration document

- → Issued by a reliable, independent source such as the local commercial register of the country/region where the business is registered in.
- → Must be issued within the last 12 months, or it must contain a signature and a state of affairs with a date not older than 12 months.

2. Government-Issued ID of Company's legal representative(s)

- → Acceptable types: Passport, Driver's License, or National ID card.
- → Requirements: Must be valid, unexpired, and clearly visible.

3. Bank Account Proof

- → Acceptable types: Bank statements, Deposit tickets or deposit forms, Screenshots of online banking environment, Official letters issued by a bank, Cheques
- → Requirements: document must display the account holder's name, IBAN, indicator that it was issued by a bank (e.g., bank name, logo, or bank-specific font), less than 12 months old



Before you start, please ensure you have the following documents ready.

This will help you complete the verification smoothly without interruptions:

4. Additional Documents (if applicable)

- → Proof of address (e.g. utility bill, bank statement, governmental correspondence not older than 12 months)
- → Proof of Tax ID (document showing: organization name, tax ID number, issued by a reliable, independent source such as the local tax authority, issued within the last 12 months, or it must contain a signature and a state of affairs with a date not older than 12 months)
- → Note: Only needed if specifically requested during the process.

Important Tips:

- Documents must be clear, legible, and not cropped.
- Acceptable formats: JPEG, PNG, or PDF.
- Ensure there is no glare or shadow on the images.





1. Go to the Account section in your Holidu account

		Home Bookings Calendar Properties Performance NEW More ~
Account	>	Account
Invoices	>	Validate your details to continue receiving payouts By law, we are required to verify your identity and bank information. Make sure to have your ID and details on hand to ensure a streamlined process
Payouts	>	Why is this needed? S Missing validation
Help & Resources	>	There is some missing or incorrect information that requires your attention. Please review and complete the necessary details to finalise your validation process.
Contact	>	Your Agreement
Referral program	>	Your Holidu agreement Activate
		Activate your account by validating your agreement.

2. Click on Validate to start the Verification Process





3. You will be redirected to our Payment Provider Page

More ~

Performance NEW

Properties

Home





Payment Provider Page



You will be asked to provide the following:

- Company Details
- Decision-makers
- Payout Details
- Service Agreement



Please enter the officially registered **legal name** and select your company structure

COMPANY DETAILS

Basic information 🗸

Company structure

Registration details

Address 🗸

Registration document

Summary

Basic information

Legal name of the company Enter the name exactly as it is on your company's official registration documents.

Test GmbH

Country/region of establishment

Germany

Save and go to overview

Company structure

What type of company do you have?

Private company

Your company is owned privately and not traded on a public stock exchange. For example: Gesellschaft mit beschränkter Haftung (GmbH), Unternehmergesellschaft (UG), kleine Aktiengesellschaft (AG).

Public company

Your company is traded on a public stock exchange, and has to disclose financial information to the public regularly. For example: Aktiengesellschaft (AG), societas Europaea (SE).

Incorporated partnership

An agreement between two or more people who run a business together.

Non-profit or charitable organization

Your organization has official non-profit or tax-exempt status. For example: gemeinnützige Gesellschaft mit beschränkter Haftung (gGmbH), gemeinnützige Unternehmergesellschaft (gUG), Stiftung.

Governmental organization

Your organization is owned by the government or state. For example: Stiftung des öffentlichen Rechts, Anstalt des öffentlichen Rechts

Incorporated association

A registered entity without profit that's organized around a purpose such as recreation, culture, or charity.



E.g. click here, when

you are a private

company



Add your **company** registration details here.

For German **=** companies: In case you don't have a trade register number, please add "HRB0000"

In case you don't have a VAT number, select the reason why you don't have one.

Registration details

${\mathbb Q}$ $$ Why do I need to fill in this information?	×
Trading name	
Test GmbH	
Same as legal name of the company	
Handelsregisternummer	
HRB0000	
✓ Format is correct	
USt-IdNr. (Umsatzsteuer-Identifikationsnummer)	
DE	
🗹 I don't have a VAT number	
VAT number absence reason	
O The goods or services provided are exempt from VAT/GST	
 Earnings are below the mandatory indirect tax registration country/region of establishment 	hreshold in this
Save and go to overview	Back Next



Please make sure to provide here your company's officially registered address.

Registered address

The address as it appears on your company's official registration documents.



Additional address

Is there a different address for your company's main business operations?

O No, the registered address is where we operate

• Yes, our headquarters are at a different location



Follow the instructions to provide a legible and valid document.

Important:

- The document has to be issued by a government authority. It's usually given when a business is created at the local commercial register and should show the legal name of your company
- Date on the document is no older than 12 months

What if my document is more than 12 months old?

If your document is older than 12 months, then it should contain a statement with the company's assets and liabilities. You will need to have it signed and dated by someone with decision-making or signing power within the company. Make sure the date, title, and legal entity name are included.

Upload a registration document

We need an official document to verify your organization's details.

Requirements:

- The document has to be issued by a government authority. It's usually given when a business is created at the local commercial register
- · Date on the document is no older than 12 months

Good	× Not cut off	Not blurry	× Not expired
Drag yo Support	ur files here, or browse s: JPG, JPEG, PNG, PDF. Size	up to 4 MB. Maximum 1 pa	ge.
ave and go to ov	erview		Back

Summary



HOLIDU COMPANY DETAILS Summary Basic information </ Company structure 🗸 0 **Basic information** Registration details 🗸 Legal name of the company Test GmbH Address 🗸 Country/region of establishment Germany **Company structure** 0 Entity type Private company Account holder The company I work for 0 **Registration details** Test GmbH Trading name **Registration number** HRB00000 VAT number absence reason Earnings are below the mandatory indirect tax registration threshold in this country/region of establishment

Registration address Address

ddress	Riesstr. 24
Postal code	80992
City	München
Country/region	Germany

By submitting this summary you are confirming the following; I confirm (on behalf of the company that I am authorized to represent), that the information and supporting documentation provided during this KYC process is accurate and up-to-date, and therefore correctly represents the current state of affairs.

Save and go to overview

Back Submit

0

Check if you entered all details correctly and click on "Submit".

In case you need to change something, click on the 🖉 sign.

Payment Provider Page

Back to host.holidu.com



To prepare your account, we need information about your business.

Company details		O In review	>
Pecision-makers		Add	>
To set up your account, let us know where to send your payouts.			
Dayout details		Add	>
To complete this process, review and sign the official documentation.			
Sign services agreement	 Requires signatory 		>

Your **Company details are now in review**. This can take up to 72h.

You don't have to wait for the verification and can continue with **clicking on** "Add" to start providing information about the decision-makers of your company.



5. Provide Decision-maker details



HOLIDU

Decision-makers

Provide the information of the owners, controlling persons, and signatories in your company. Keep in mind that one person may hold multiple roles. The requirements are as follows:

Obligatory O Required if it's applicable

- Owner Add all owners holding 25% or more of your company.
- Controlling person If you don't have any owners holding 25% or more, then specify all controlling persons.
- Signatory Add at least **1 signatory**.

What is the difference between these roles?

- An owner is someone who owns 25% or more of the company, through voting rights, equity, or similar.
 - A controlling person is someone authorized to make major business decisions. They may or may not be an owner.
 - A signatory has been given authority to sign official documents on behalf of the company. Usually a signatory is also an owner or a controlling person.

+ Add decision-maker

Please **read the instructions on the left carefully** and click on "Add decision-maker" to add the first decision maker.

Keep in mind that it's important to determine **at least one signatory.**

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5. Provide **Decision-maker details**



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Provide here the **Personal** Information of the Decision Maker.

Make sure to select the role "signatory" when the Decision Maker is authorized to sign on behalf of your company.

INDIVIDUAL DETAILS Personal details Personal details **Q** Why do I need to fill in this information? Select all the roles that this decision-maker holds. Owner Someone who owns 25% or more of the company (directly or indirectly) Controlling person Authorized to make major business decisions (may or may not be an owner) Signatory Authorized to sign contracts on behalf of the company

Address

Summary

First name identity document

Last name Enter your first name(s) exactly as it appears on your Enter your last name(s) exactly as it appears on your identity document

Date of birth

dd.mm.yyyy

Country/region of residence

Germany

Email address

Phone number

.lob title

.

5. Provide Decision-maker details

Provide personal address



INDIVIDUAL DETAILS

Personal details	~
Address 🗸	
Summary	

$\ensuremath{\$}$ Why do I need to fill in this information?	~
Search address	
Q Riesstr. 24 80992 München	
◀ Germany	
Address	
Riesstr. 24	
Other address information (optional)	
Postal code	
80992	
City	
München	
Save and go to overview	Back Next

Add the **Personal Address of the Decision Maker** using the Search Bar.

Make sure the provided address matches the address on the ID as you might be asked to verify their identity via uploading an ID document in the next step.



If you haven't been asked to provide an ID, please jump to Step 7: Provide Payout Details.

If you have been asked to, please follow the steps in the next slide. Also be ready to provide an ID document that must:

- Be non-expired
- Be in colour and have no background (cropped)
- Have separate files for front and back of the ID card or driver's license







Choose the verification method you would like to use (Instant is recommended)

Please follow the steps in this and the next slide to upload the photo.





Choose the document you would like to upload and provide the issuing country.

Please follow the steps in this and the next slide to upload the photo.











Personal details	
First name	Anna
Last name	Test
Date of birth	1990-02-28
Country of residence	Germany
Phone number	+4915229042000
Email address	anna.schratt+kyc@holidu.com
Account holder	My name
Address	
Country	Germany
Address	Riesstraße 24
Postal code	80992
City	Munich

Please check if the information is correct. If not, you can edit by clicking on the pencil icon. Otherwise, please click on "Submit"

8. Add additional Decision Makers (if applicable)



Decision-makers

Provide the information of the owners, controlling persons, and signatories in your company. Keep in mind that one person may hold multiple roles. The requirements are as follows:

📀 Obligatory 🕑 Required if it's applicable

- Owner Add all owners holding 25% or more of your company.
- Controlling person If you don't have any owners holding 25% or more, then specify all controlling persons.
- Signatory Add at least **1 signatory**.

What is the difference betwe	een these roles?		~
Anna Test		O In review	Ū
Signatory			
	+ Add decision-maker		
		Save and go to ov	verview

In case your company has **more than one** decision-maker, please add their information through clicking on "Add decision-maker".

If this is **not applicable** you can click on "save and go to overview" and **continue to the next step**.

Payment Provider Page



The next step is to provide the Payout details HOLIDU Click on "Add" to start providing your payout details To set up your account, let us know where to send your payouts. Payout details Add >

9. Provide Payout Details



Choose the verification method you would like to use

(Instant is recommended*) BANK ACCOUNT DETAILS

Verification method <

Instant verification

Summary

For you to receive your payouts, we need a verified bank account. The bank account holder must be in your name: Anna Test

Bank account country

You can only use a bank account in the country where you live.

HOLIDU

nstant Verify the account via mobile bank app or bank website	May take a few hours or days Provide account details and upload a scan of a bank statement
To quickly and safely verify the account you need access to the online banking environment associated with this account holder.	Manually provide your account details and upload a bank statement.



*Instant Verification not available in Greece, Austria & Italy



9. Provide Payout Details - Option 1 Instant Verification

Option 1: Instant

You'll be asked to log in your online banking through a secure connection established by a trusted partner (tink[®]).

Your login information won't be stored, and Holidu nor any part will have access to your bank account.

	in your name: Anna Test	
	Bank account country	
	Germany	
	Verification method	
	•	
		E -
	Instant	May take a few hours or days
	Verify the account via mobile bank app or bank website	Provide account details and upload a scan of a bank statement
	To quickly and safely verify the account you need	Manually provide your account details and upload
	associated with this account holder.	a bank statement.
Option 1: Instant	Powered by tink	

*Instant Verification not available in Greece, Austria & Italy

9. Provide Payout Details - Option 1 Instant Verification



Select your bank	Q Bank Name, BLZ, BIC
	\bigcirc
Commerzbank	Tink Demo Bank

Log in

Use the same login details as you would use in the bank's app or site.



Bank Commerzbank Sandbox

Username / Member number Anna

Username or the 10-digit subscriber number





9. Provide Payout Details - Option 1 Instant Verification

Authenticate with Commerzbank Sandbox

- 1 You will be securely transferred to Commerzbank Sandbox.
- 2 You will be required to authenticate.
- 3 Once authenticated, you will be redirected back to KYC Test.

You will now get redirected to your Bank to verify your bank account

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Your bank login details are only visible to you

Open Commerzbank Sandbox log in



9. Provide Payout Details - Option 2 Bank Statement Upload



Option 2: Upload If you opt to upload a bank statement inste

bank statement instead of the instant verification, you'll be asked to provide the IBAN where you would like to receive your payouts



For you to receive your payouts, we need a verified bank account. The bank account holder must be in your name: Anna Test

Bank account country

u can only use a bank account in the country where you live.





9. Provide Payout Details - Option 2 Bank Statement Upload



HOLIDU

9. Provide Payout Details - Option 2 Bank Statement Upload

Follow the instructions to provide a legible and valid document. Important:

- Account holder name on the document has to match the legal business or trading name of your company
- Visible account number or IBAN
- Date on the document is no older than 12 months
- Shows the country where the bank account is located (for banks in the EU, the country is included in the IBAN)
- Must be an official bank document that shows the bank logo, the bank name, or a bank-specific font

Upload your bank statement

Good	× Not cut off	× Not blurry	Not ex	pired
Drag your f Supports: J Description (optional) Attach description to this pa	files here, or browse IPG, JPEG, PNG, PDF. Size up 1 avout account	:o 4 MB. Maximum 1 page.		
	,		200 ct	//
Save and go to overv	view		Back	Next



9. Provide **Payout Details** - Option 2 **Bank Statement Upload**

Follow the instructions to provide a legible and valid document. Important:

- Account holder name on the document has to match the legal business or trading name of your company
- Visible account number or IBAN
- Date on the document is no older than 12 months
- Shows the country where the bank account is located (for banks in the EU, the country is included in the IBAN)
- Must be an official bank document that shows the bank logo, the bank name, or a bank-specific font

Upload your bank statement

Important: Most of the causes of accounts not completing the process are due to uploaded documents that do not comply with these instructions. Double-check yours before uploading.

Save and go to overview

ck Nex

9. Provide **Payout Details** - Option 2 **Bank Statement Upload**

Anna Test

EUR

Germany



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BANK ACCOUNT DETAILS

Verification method 🗸

Payout account 🗸

Bank statement 🗸

Summary

Summary

Payout account

Account holder IBAN

Currency

Bank country

Bank statement

File name

BY-München_HRB_227317+CD-20240229123526.pdf

DE0212030000000202051

Save and go to overview	
-------------------------	--



1

Check the summary and submi your details.

Note: It can take up to 72h that your bank information gets verified.

Payment Provider Page



The next step is to accept and sign the Services Agreement



10. Accept the Services Agreement



Provide a few details about you to start accepting live payments.			
A Personal details	Add	>	
To set up your account, let us know where to send your payouts.			
3 Payout details	Add	>	
To complete this process, review and sign the official documentation.			
Sign services agreement	Sign	>	
			on "S
			 $1 \longrightarrow 0 / (1)$

Engl

Click on "Sign" to accept the new agreement regarding the handling of personal data by our trusted partner.

11. Check your Account Verification Status in your Holidu Account



		Home Bookings Calendar Properties Performance NEW More ~
Account	>	Account
Invoices	>	Validate your details to continue receiving payouts By law, we are required to verify your identity and bank information. Make sure to have your
Payouts	>	Why is this needed? Your data has already been validated
Help & Resources	>	

Please note:

- The verification process can take up to 72h
- In case your details are not valid, you need to go back to the Account Verification to correct the data or provide additional information



If you have any questions, please reach out to us through the Contact Page in your Holidu Account

Account	>	Contact us
Invoices	>	Select contact reason: (Required)
		Select
Payouts	>	Select
Help & Resources	>	I need help with a listing (configuration, description, pricing, photos, collaborators, etc)
		I need help with a booking (payout, cancellation, invoice, guest information, etc)
Contact	>	Theed help with my account vernication with Adyen (KYC)
Deferral areasen		