HEUSSEN

ROADMAP APPLICATION TEMPORARY EMERGENCY BRIDGING MEASURE FOR JOB RETENTION (NOW 3)

1.	**Choose the 3-month period**	A choice needs to be made during which period the largest drop in turnover is expected (of the legal entity or, insofar as is applicable, the group of companies[1]):

NOW 3 - 3rd tranche[2]	NOW 3 - 4th tranche	NOW 3 - 5th tranche
01/10/2020 - 31/12/2020	01/01/2021 - 31/03/2021	01/04/2021 - 30/06/2021
01/11/2020 - 31/01/2021	01/02/2021 - 30/04/2021	01/05/2021 - 31/07/2021
01/12/2020 - 28/02/2021	01/03/2021 - 31/05/2021	01/06/2021 - 31/08/2021

In the event that NOW subsidy is applied for over successive periods, these 3-month periods will need to connect.

2.	**Determine the expected drop in turnover**	The drop in turnover for NOW 3 - 3rd tranche must amount to at least **20%** and for NOW 3 - 4th and 5th tranche at least **30%**. The percentage drop in turnover is calculated as follows: $$\frac{(0.25 \times \text{net turnover over 2019}) -/- \text{expected net turnover over the chosen 3-month period}}{0.25 \times \text{net turnover over 2019}} \times 100$$

3.	**Determine the NOW subsidy percentage**	The subsidy amounts to **80% / 70% / 60% x drop in turnover**. In other words:

Drop in turnover	NOW 3 - 3rd tranche	NOW 3 - 4th tranche	NOW 3 - 5th tranche
100%	80.0% subsidy	70.0% subsidy	60.0% subsidy
75%	60.0% subsidy	52.5% subsidy	45.0% subsidy
50%	40.0% subsidy	35.0% subsidy	30.0% subsidy
25%	20.0% subsidy	17.5% subsidy	15.0% subsidy
20%	16.0% subsidy	14.0% subsidy	12.0% subsidy

4.	**Determine the overall wage sum**	The overall wage sum (which is evident from the UWV policy administration over June 2020) is: **The social security wage sum ('SV-loon') over June 2020 excl. holiday allowance** whereby individual salaries in NOW - 3rd and 4th tranche are maximized at EUR 9,538 gross p/m) and in NOW 3 - 5th tranche at EUR 4,845 gross p/m. The overall wage sum during the 3 tranches of NOW 3 may drop by a maximum of 10%, 15% and 20% respectively, without resulting in a reduction in subsidy.

5.	**Calculate the NOW subsidy**	The amount of NOW subsidy is calculated as follows:

NOW 3	Amount of subsidy
3rd tranche	**% drop in turnover x overall wage sum x 3 x 1.4[3] x 0.8**
4th tranche	**% drop in turnover x overall wage sum x 3 x 1.4 x 0.7**
5th tranche	**% drop in turnover x overall wage sum x 3 x 1.4 x 0.6**

6.	**Submit online application NOW to the UWV**	Submit the application <u>from 16 November 2020 and before 13 December 2020</u> (NOW 3 - 3rd tranche), <u>from 15 February 2021 and before 15 March 2021</u> (NOW 3 - 4th tranche) and <u>from 17 May 2021 and before 14 June 2021</u> (NOW 3 - 5th tranche) by means of an online application form at UWV.nl. required is the following information/documentation: ▪ the file number for the application for the former reduction in working hours scheme, the so-called 'Wtv-application' (insofar as such an application has already submitted); ▪ the expected percentage drop in turnover; ▪ the payroll tax number; ▪ the bank account number known by the tax authorities; ▪ a scanned copy of a recent bank statement from said bank account.
7.	**Inform Works Council / Employee Rep. Body ('PVT') / employees**	Inform Works Council / PVT or – if these do not exist – the employees and assess whether and if so, which additional measures are possible and necessary.
8.	**Receipt advance payment**	Once the application is complete and is approved by the UWV, an advance payment of 80% of the subsidy is expected to be made within 2-4 weeks, payable in 3 monthly instalments. A formal decision on the part of the UWV is expected within 13 weeks.
9.	**Changes of conditions vis-a-vis NOW 1 & 2**	▪ the 5% penalty discount on the subsidy in the event of collective dismissals without an agreement with trade unions / works council / PVT no longer applies; ▪ the penalty discount of 150% (NOW 1) / 100% (NOW 2) of subsidy in respect of the salary of employees dismissed on company economic grounds over the entire subsidy period no longer applies (subsidy will be payable over wage costs so long as the employee remains employed); ▪ introduction of a best efforts obligation to reemploy employees eligible for dismissal during the subsidy period. It this cannot be demonstrated: 5% penalty discount on the NOW-subsidy. ▪ A ban on payment of dividend or bonuses or acquisition of one's own shares in 2020 (NOW 3 - 3rd, 4th and 5th tranche) and in 2021 (NOW 3 - 4th and 5th tranche).
10.	**Application final NOW subsidy**	This must be done online <u>within 24 weeks</u> following the chosen 3-month period at UWV.nl, based on actual data regarding the drop in turnover and in the event of a required audit certificate, <u>within 38 weeks</u>.
11.	**Final decision NOW subsidy and possible appeal**	Within 22 weeks after the application, the UWV will determine the final amount of subsidy. This may lead to additional payments (in the event that the actual drop in turnover is higher than the estimated drop in turnover as contained in the application) or repayment of subsidy (in the event that the actual drop in turnover is lower than the estimated drop in turnover as contained in the application or in the event that the overall wage sum over the chosen 3-month period is lower than 3 times the wage sum over June 2020). The decision is open to appeal within 6 weeks.

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[1] Turnover figures of the entire company group only need to be taken into consideration insofar as the legal entities, which are part of the group, have employees on their payroll who are ensured under Dutch social security.
[2] NOW 1 and NOW 2 effectively amount to the 1st and 2nd tranche.
[3] A flat rate of 40% is added to the wage sum as compensation for additional costs such as employer's charges, pension premiums and holiday allowance.