

FAQ | Fees and Payments (2025)

Below you will find answers to the most frequently asked questions regarding the billing of your title registration in the Architects Register.

If your question is not listed here, please submit it via your [personal digital environment](#) by logging in at the top right of the website.

Note: If you are currently in the process of registering, you do not yet have access to the personal digital environment. In that case, please use the contact form at the bottom of the [website](#).

1. Fees

Where can I find an overview of the registration fees?

The fees applicable from 1 January 2025 are included in the [general and payment terms](#) of the Architects Register.

Why have the fees been adjusted compared to last year?

The fees have been revised as of 1 January 2025. Each year, we assess whether fee adjustments are necessary, for instance, due to inflation or changing economic conditions. This proposal is reviewed by the board. The Minister of Education, Culture and Science provides approval and ultimately determines the fees. The current fees are included in the general and payment terms.

2. Invoices and Reminders

Why did I not receive an invoice or reminder?

We send invoices and reminders via email. You will receive the invoice in the first quarter of the year.

If you have not received a digital invoice in your inbox, it may have ended up in your spam or promotions folder. If it is not there either, please check whether the correct email address is registered with us. You can verify this by logging into your [personal digital environment](#), where all sent invoices are available.

If you cannot log in, please read the instruction: [How can I log into my personal digital environment?](#)

I have already made a payment before receiving an invoice. Why did I still receive one?

There could be multiple reasons for this.

If this is your first year of registration in the Architects Register, two fees are charged: the registration fee and the annual contribution.

The same applies if you are adding a new registration to an existing one or if you are re-registering after a previous deregistration. In all cases, both the registration fee and the annual contribution are invoiced. Usually, both amounts are listed on a single invoice, but in some cases, separate invoices are issued.

Why have I received an invoice for multiple annual contributions?

The annual contribution is charged per discipline for which the registration applies. You can be registered with more than one title. For example: if you are registered as both an architect and an urban planner, the annual contribution will be invoiced twice.

Why have I received a reminder despite having already paid?

If an amount has been deducted from your account, or if you have manually paid via the payment link but still received a reminder, it may be that the reminder was sent before your payment was processed. Another possibility is that the invoice number was not correctly included in your payment, preventing us from linking your payment to the correct invoice.

In this case, please send your proof of payment via email to invoice@architectenregister.nl. Include the following details in your email:

Your registration number, initials, and surname in the subject line

A screenshot or copy of the payment showing:

- The paid amount
- The payment date
- The IBAN from which the payment was made
- The name associated with the IBAN
- The reference or description used in the payment

I am no longer registered but received an invoice. Why?

Your deregistration may have crossed paths with the invoice issuance. Please send proof of deregistration via the contact form. More information is available in the [general and payment terms](#) of the Architects Register.

3. Payments

When will the annual contribution be deducted from my account?

If you have authorized direct debit, we will process the procedure from mid-February 2025. You will first receive an email invoice specifying the period in which the direct debit will take place.

I am not paying by direct debit. How can I make a payment?

If you have not authorized direct debit, you can pay the annual contribution via the payment link sent with the invoice, using iDEAL, within the given payment term. If you pay via iDEAL, the invoice number will automatically be included.

Alternatively, you can transfer the amount manually using the following details:

IBAN Architects Register: NL24 ABNA 05 3958 3871

BIC (SWIFT Code): ABNA NL 2A

Description: Invoice number

The invoice number can be found either in the top right corner or the middle of the invoice document.

Can I set up automatic direct debit for future invoices?

Yes, you can enable direct debit through your [personal digital environment](#). Navigate to *'toestemming incasso & wijz. bankrekening'* to update your payment method.

Note: direct debit can only be set up for an account (IBAN) that you are authorized to use, not that of your employer. Since the 2025 invoices have already been issued, any changes will take effect from 2026.

How can I change my bank account (IBAN)?

You can update your IBAN in your [personal digital environment](#) under *'toestemming incasso & wijz. bankrekening'*.

Note: direct debit can only be linked to a bank account you are authorized to use, not that of your employer. Changes will take effect from 2026, as the 2025 invoices have already been issued.

I authorized direct debit but still received a reminder – why?

You may receive a reminder if the direct debit attempt failed. This can happen for several reasons, such as insufficient funds, a direct debit block on your account, or stringent bank restrictions on direct debits. If the payment failed, we recommend contacting your bank for clarification.

Meanwhile, please ensure the invoice is paid to maintain your registration. Use the payment link included in the reminder email.

What happens if I do not pay the invoice?

Failure to pay will result in cancelling the registration on legal grounds from the Architects Register after a reminder and the payment deadline have passed. Under the [Architects Title Act](#), you are not permitted to use the title after deregistration.

4. Personal digital environment

Access your personal digital environment via this (secured) URL: <https://bar-izd.decosasp.com/portaal/auth/login#/> (*Architects Register Portal*). The language used in the portal is Dutch.

How do I log into my personal digital environment?

Go to your [personal digital environment](#) and enter your login details. If you are unable to log in, or if it has been a while since your last login, please refer to the [user guide](#).

Where can I find my registration number?

If you are registered as an architect, urban planner, landscape architect, or interior architect, you can find your registration number in the search tool on the website [Architects Register](#).

I changed my email address. How can I still log in?

If your email address is not updated in our records, please use the [contact form](#) to request a change. Select 'ontbreken/verkeerd e-mailadres' under the section 'vraag of klacht' and provide your initials, surname, correct email address, and, if applicable, your registration number.

How can I check or update my personal details?

Log in to your [personal digital environment](#) and navigate to '*persoonlijke gegevens*'. Here you can update your banking details or payment method. If you choose direct debit, you can only enter an IBAN that you are authorized to use, so not the bankaccount of your employer. Changes will take effect from 2026.

5. Other Questions

For all other questions or comments, please refer to the contact form at the bottom of the website: <http://www.architectenregister.nl>