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For customers

LIST OF DOCUMENTATION NECESSARY FOR IDENTIFICATION / OPENING ACCOUNTS FOR LEGAL ENTITIES AND ENTREPRENEURS - NON-RESIDENTS

No.	Document	Document form	No. of copies	For guarantors
1.	Application for opening an account for Business Customers - Form 8054	Original	One copy	-
2.	Specimen signatures card – Form 8080	Original	Two copies per account	√ From the bank where the guarantor has account
3.	Agreement on Opening Account	Original	Two copies per account	-
4.	Document issued by a competent Authority showing tax ID No. - TIN	Photocopy	One copy	√
5.	1. **COMPANIES** • Extract from the relevant ~~Trade~~ Registry For non-resident companies, the date of issuance of the Register must not be older than 3 months. The document must have the apostille (except for those countries that are exempted from it), and must be original or certified copy. Extract must be translated into the Serbian language by an Official Translator	Original/ Certified copy	One copy	√
	If from the extract of foreign legal entity **cannot be understood who is the real owner – individual**, it is necessary for customer to deliver: • Statute / Document on company foundation • Statement signed by authorized person that there was no change in status documentation regarding the ownership status.	Original/ Certified copy	One copy	√
	Documentation for founders: • For each foreign legal entity in the shareholding chain Extract from the Registry or the abovementioned status documentation Date of issuance of the Extract from the Registry must not be older than 3 month. Document must have apostille (except for those countries that are exempted from it), and must be original or certified copy Extract must be translated into the Serbian language by an Official Translator	With apostil, original or verified copy	One copy	√
	Ultimate owners – individuals: Procedure of owners identifiying shall be repeated until revealing the end owners (natural persons) who hold, directly or indirectly, at least 10% share. For beneficiary owners – individuals, who hold 10% of share or more, it is necessary to deliver: • photocopies of passport, verified by notary or other authorized officer, where the verification should not be older than three months	Photocopy and original for insight	One copy	√
	If the customer that opening account is doing business on respectable stock exchange, the following should be submitted: • Registry from the Register • Extract from Stock exchange market If a customer delivered registry from stock exchange, he is not obliged to deliver status and owner's documentation for all major owners.	With apostil, original or verified copy	One copy	√
	• If a customer wants to open **special purpose account for trading in securities**, it Is necessary to deliver Contract about performing brokerage business signed with brokerage company , together with other statutory and ownership documents.	With apostil, original or verified copy	One copy	-

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	2. **CHARITY / NON-GOVERNMENTAL ORGANIZATIONS** • Registration documents of a charity / non-governmental organization in the country of origin The registration documents must be translated into the Serbian language by an Official Translator, certified by a notary or other public legal official/ authoritative body, where the certification must not be older than 3 months. • Authorization for individual who disposals with funds • Certificate issued by a competent authority proving the existence and operations of the organization in the country / Ministry of Foreign Affairs • Identification of real owner	Original/ Certified copy Original for insight/ Certified copy	One copy	- -
	3. **EMBASSIES AND CONSULAR REPRESENTATIVE OFFICES** • Request for opening account on memorandum of embassy or consulate Original request that must be translated into the Serbian language by an Official Translator. Document must not be older than 3 months. • Extract from Registry of Ministry of foreign affairs Photocopy must be certified in municipality or court that is true to original. • Authorization for Consul and other persons, authorised for disposing account funds Original in foreign language or photocopy with original certification from municipality/court, not older than 3 months, same as original translation into Serbian language by an Official Translator.	Original Certified copy Original or Certified copy	One copy	
	4. **REPRESENTATIVE OFFICES** • Certificate (original or certified copy) and / or extract of the APR (original or certified copy, with the date of issue no more than 3 months) • **Status and ownership documentation for the head office from abroad** (Extract from Register and/or other document that shows ownership structure, up to the last individual). Translation into Serbian language is obligatory. • Specimen Signatures Card of authorized representatives (OP Form) • **TIN –** for representative offices registered before 06/05/2009	Original/ Certified copy Original/ Certified copy Photocopy and original for insight	One copy	- - -
	5. PERSONS OF FOREIGN RIGHT – TRUST – FUND • **Extract from authorized Registry** not older than 3 months with apostil and translation into Serbian language • Authorization for representative, procurator (agent) or attorney • Document that proves the identity of real owner of person of foreign right as well as the copy of passport of the end owner, or statement of representative • Identity of company for management of funds i.e. trusts as well as their users. • Document of authorized institution which contains Tax Identification Number (TIN)	Original/ Certified copy Photocopy	One copy	- -
6.	• Passport or the ID Card of the authorized person or persons authorized to dispose of funds • In case the account is opened through a proxy, the proxy is obliged to submit the original or certified photocopy of written power of attorney (proxy) for opening an account and/or disposing of funds in the account, issued by a Client. The power of attorney must not be older than 3 months and must be certified by a notary or some other body authorized for document certification and apostilled. The identification documents of the person authorized by the power of attorney (proxy) must be enclosed to the power of attorney. • Since the shareholder is not personally present, it is required additional checking of identification documents from all available resources.	Original for insight/ Certified copy Original/ Certified copy	One copy One copy	- -