

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 * (signed by a legal representative or person authorized to open an account)	Original	Two copies	-
2.	Specimen signatures card – Form 8080 Confirmation on the use of the seal – Form 8638 Statement on Affiliated Persons - Form 8613 Client's statement that he is familiar with the basics of the deposit insurance system (legal entities and entrepreneurs) - Form 8553 Statement on delivered elements of the Draft Framework Agreement for Legal Entities and Entrepreneurs - Form 8401-PL	Original	Two copies One copy	√ From the bank where the guarantor has account
3.	Agreement on Opening Account	Original	Two copies	-
4.	Document issued by a competent Authority showing tax ID No. – TIN if taxpayer of the Republic of Serbia is not older than 3 months.	Original/ Certified copy	One copy	√
5.	<p>Note: in contrast to the documentation related to the determination and verification of the identity of the party that is a legal entity and which must not be older than three months from the date of issue, the documentation related to the identification of the real owner of the legal entity and the foreign legal entity must not be older than six months from the date of issue</p> <p>1. COMPANIES</p> <ul style="list-style-type: none"> Extract from the relevant Trade Registry (an excerpt from the register in which a non-resident is registered in the country in which he / she has a registered office or, if established in a country in which such registration is not made, another appropriate foundation document on the basis of which the legal form of this non-resident can be determined and the date of its foundation). 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. <p>Identity of the real owner of a party that is a legal entity or a person under foreign law:</p> <ol style="list-style-type: none"> the original or a certified copy of the documentation from the register maintained by the competent authority of the state of the party's headquarters, which must not be older than six months from the date of issue. Data can also be obtained by direct inspection of the official public register An original document or a certified copy of a document or other business documentation, submitted by the party's representative, procurator or attorney. (If it is not possible to obtain all information about the real owner of the party as under 1.) proof of access to commercial or other available databases and data sources or from the written statement of the representative of the procurator or attorney and the real owner of the party (on the company's letterhead), and it can also be a copy of the personal document of the real owner of the party, i.e. a read extract of that document (If not it is possible to obtain all information about the real owner of the party as under 1. and 2.) Document on the identity of one or more natural persons who perform the function of the highest leadership in the party. The employee's note on the measures taken in case the identification could not be completed as under 1. (From the original or a certified copy of the documentation from the register). <ul style="list-style-type: none"> The necessary data that must be listed in the documentation for each natural person who is the real owner of the company are as follows: - name, surname, date and place of birth and place of residence <p>If the document is submitted in a photocopy, the photocopy must be certified by a notary or other public authority. If the data is publicly available, the Bank can directly inspect the official public register itself.</p>	Original/ Certified copy	One copy	√
		Photocopy and original for insight	One copy	√

<p>Note: This procedure is repeated until the actual owners are reached - natural persons in accordance with the Law on Personal Property.</p> <p>If the client opening the account is on a reputable and recognized stock exchange, it is necessary to submit:</p> <ul style="list-style-type: none"> - Extract from registration - Statement from the renowned stock exchange where it is listed <p>If the client has submitted a statement from the stock exchange, he is not obliged to provide us with a status and ownership documentation for its real owners.</p> <p>If it is not possible to determine all the data from the documentation from the official register, it is necessary to submit the original or a copy of other business documentation where this information is stated (eg: Articles of Association, Book of shareholders, etc.) with a statement signed by authorized persons that there have been no changes in the status documentation related to the ownership structure - not older than 3 months and translated into Serbian by an authorized translator.</p> <p>Note: If the submitted documentation is missing some of the personal data about the real owner, it is necessary to submit the original or a copy of the identification document of the real owner where these data are listed</p> <p>Explanation: Under the real owner, in accordance with the AML Act, it is understood that:</p> <ul style="list-style-type: none"> ▪ a private individual who is directly or indirectly the holder of 25% or more of the business, shares, voting rights or other rights, on the basis of which he participates in the management of a legal person, or participates in the capital of a legal entity with 25% or more of the share or holds a dominant position in managing property of a legal entity; ▪ a private individual that indirectly provides or secures funds to the company and, on that basis, has the right to significantly influence the decision-making of the managing body of the company <p>The real owner of a foreign law entity that receives, manages or distributes assets for a specific purpose is:</p> <ul style="list-style-type: none"> ▪ a private individual who is a direct or indirect user of 25% or more of the property that is subject to management, provided that the future users are determined; ▪ a private individual or group of persons in whose interest a foreign law entity is established or operating, provided that it is a person or a group of persons designated; ▪ a private individual who directly or indirectly manages 25% or more of the property of a foreign legal entity. 			
<p>2. CHARITY / NON-GOVERNMENTAL ORGANIZATIONS</p> <ul style="list-style-type: none"> • 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 disposes funds • Certificate issued by a competent authority proving the existence and operations of the organization in the country / Ministry of Foreign Affairs • Identification document of real owner – for insight 	Original/ Certified copy	One copy	-
<p>3. EMBASSIES AND CONSULAR REPRESENTATIVE OFFICES</p> <ul style="list-style-type: none"> • 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	
<p>4. REPRESENTATIVE OFFICES</p> <ul style="list-style-type: none"> • 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) with 25% of ownership. 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 Photocopy and original for insight	One copy	- -



	<p>5. PERSONS OF FOREIGN RIGHT – TRUST – FUND</p> <ul style="list-style-type: none"> • 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 (founder, trustee, patron, user if it is designated, as well as person having a dominant position in the management of the trust) 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). • 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. • The act determining a person authorized for representation if the data in the relevant Excerpt from the register does not specify this information. 	<p>Original/ Certified copy</p> <p>Photocopy</p> <p>Original for insight</p> <p>Original/ Certified copy</p>	<p>One copy</p>	<p>-</p>
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