

NEOPHODNA DOKUMENTACIJA ZA OTVARANJE DEVIZNOG RAČUNA ZA PRAVNA LICA NECESSARY DOCUMENTS FOR FX ACCOUNT OPENING OF LEGAL ENTITIES

U skladu sa Zakonom o deviznom poslovanju, Zakonom o platnim uslugama i pratećim odlukama, za otvaranje deviznog računa u OTP banci Srbija akcionarsko društvo Novi Sad, potrebna su sledeća dokumenta:

According to the Law on FX transactions, Law on payment services and supporting resolutions, for opening an account at OTP Bank Srbija akcionarsko društvo Novi Sad, the following documents are necessary:

	DOKUMENT DOCUMENT	OBLIK DOKUMENTA FORM OF THE DOCUMENT
1.	Zahtev za otvaranje rezidentnog računa na obrascu Banke / Zahtev za otvaranje Paketa na obrascu Banke <i>Application for opening an resident account, on the form of the Bank / Application for opening a Package</i>	Original
2.	Karton deponovanih potpisa na obrascu Banke - 2 primerka <i>Specimen signatures on the form of the bank-2 specimens</i>	Original
3.	Ugovor o otvaranju i vođenju deviznog računa - 2 primerka <i>Contract on opening and maintaining of FX account - 2 specimens</i>	Original
	ZA PRAVNA LICA** KOJA SE REGISTRUJU U AGENCIJI ZA PRIVREDNE REGISTRE <i>FOR LEGAL ENTITIES WHICH ARE REGISTERED AT THE BUSINESS REGISTRY AGENCY</i> <ul style="list-style-type: none"> ✓ Izvod iz registra kod nadležnog organa ne stariji od 3 meseca <i>Excerpt from registry, not older than 3 months</i> 	
	ZA PRAVNA LICA KOJA SE REGISTRUJU KOD DRUGOG NADLEŽNOG ORGANA (MINISTARSTVA) <i>FOR LEGAL ENTITIES WHICH ARE REGISTERED AT OTHER RELEVANT INSTITUTION (MINISTRY)</i> <ul style="list-style-type: none"> ✓ Akt drugog nadležnog organa o registraciji (rešenje ili uverenje) <i>Article on registration issued by other relevant institution (decision or certification)</i> 	Za lica koja se registruju kod drugih nadležnih organa
4.	CRKVE i VERSKE ZAJEDNICE <i>CHURCHES AND OTHER RELIGIOUS COMMUNITIES</i> <ul style="list-style-type: none"> ✓ Rešenje o upisu u registar crkava kod Ministarstva pravde ili Izvod iz registra tog ministarstva <i>Decision on registration at Churches registry within the Ministry of justice or Excerpt from the registry of that ministry</i> ✓ Akt o osnivanju nadležnog verskog organa ili uverenje o osnivanju verske zajednice <i>Foundation document from the relevant religious institution or certification on founding from the religious community</i> 	Fotokopija uz original/overenu fotokopiju ne stariju od 3 meseca na uvid <i>For entities which are registered at other relevant institution</i> Copy with the original/validated copy for insight not older than 3 months
	JEDINICE U SASTAVU SPC (CRKVE, CRKVENE OPŠTINE I MANASTIRI) <i>UNITS WITHIN THE STRUCTURE OF SERBIAN ORTHODOX CHURCH (CHURCHES, CHURCH MUNICIPALITIES AND MONASTERIES)</i> <ul style="list-style-type: none"> ✓ Rešenje o upisu u registar kod Ministarstva pravde i državne uprave ili Izvod iz registra ne stariji od tri meseca odnosno potvrda eparhije kojom episkop nadležne eparhije potvrđuje postojanje jedinice u sastavu SPC i daje saglasnost za otvaranje računa <i>Decision on registration from the registry of Ministry of justice and state administration or excerpt from the registry not older than three months or testimonial from eparchy wherewith the bishop of competent eparchy confirms the existence of the unit within the SOC and gives the consent for opening an account</i> 	

STAMBENE ZAJEDNICE / RESIDENTIAL COMMUNITIES

- ✓ Rešenje o upisu u registar stambenih zajednica kod lokalne samouprave ne starije od 3 meseca. Ukoliko je rešenje starije od 3 meseca, Banka pribavlja izvod uvidom na sajt RGZ.

Decision on registration from the Register of residential communities issued by the local self-government units, not older than 3 months. In case the decision is older than 3 months, it will be obtained through direct insight on the website of RGZ.

ZA JAVNE USTANOVE KOJE SE REGISTRUJU KOD PRIVREDNOG SUDA

FOR PUBLIC INSTITUTIONS WHICH ARE REGISTERED AT THE COMMERCIAL COURT

- ✓ Izvod iz privrednog suda

Excerpt from the commercial court

ZA KLIJENTE KOJI SE OSNIVAJU PO ZAKONU ILI PROPISU

FOR CLIENTS WHICH ARE FOUNDED BY LAW OR REGULATION

- ✓ Izvod iz zakona odnosno propisa na osnovu koga se klijent osnovao (Fotokopija)

Extract from the law or regulation on what basis the client is founded (copy)

5.	<p>Obaveštenje organa nadležnog za poslove statistike o razvrstavanju po delatnostima ako za njega razvrstavanje vrši organ nadležan za poslove statistike, odnosno dokument koji sadrži taj podatak (nije neophodno ako je šifra delatnosti iskazana na rešenju/izvodu iz APR-a)</p> <p><i>Notification from institution, competent for statistic affairs, about classification by activities if the classification is performed for the company, or document which contains this information (not necessary if the activity code is stated on decision/excerpt from Business Registry Agency)</i></p>	<p>Fotokopija uz original na uvid</p> <p><i>Copy with the original copy for insight</i></p>
6.	<p>Lične karte zastupnika, punomoćnika ili prokuriste</p> <p><i>Personal ID's of the representative, an attorney-in-fact or procurator</i></p>	<p>Fotokopija uz original na uvid</p> <p><i>Copy with the original copy for insight</i></p>
7.	<p>Lične karte lica ovlašćenih za raspolaganje sredstvima na računu</p> <p><i>Personal ID's of the persons, authorized for disposal of funds on the account</i></p>	<p>Fotokopija / Copy</p>
8.	<p>Potpisi lica ovlašćenih za zastupanje koje je overio nadležni organ ako ovlašćeno lice za zastupanje klijenta pri podnošenju zahteva za otvaranje računa i potpisivanju KDP nije fizički prisutno u Banci</p> <p><i>Signatures of the legal representatives, validated by the relevant institution if the legal representative person does not present when submitting a request for account opening and Specimen signatures</i></p>	<p>Fotokopija uz original/overenu fotokopiju na uvid</p> <p><i>Copy with the original/validated copy for insight</i></p>
9.	<p>Dokument nadležnog organa koji sadrži poreski identifikacioni broj (PIB) – osim u slučaju kada je podatak o PIB-u upisan u rešenju o upisu u nadležni registar</p> <p><i>Document from the relevant institution, which contains tax identification number – except in case when Decision on registration contains tax identification number.</i></p>	<p>Fotokopija uz original/overenu fotokopiju na uvid</p> <p><i>Copy with the original/validated copy for insight</i></p>
10.	<p>*Ako lice ovlašćeno za zastupanje nije naznačeno u rešenju o upisu pravnog lica ili ako je došlo do izmene ovlašćenih lica koja nisu naznačena u rešenju</p> <p><i>*If the legal representative person it is not specified at the decision on registration of legal entity, or if there was a change of legal representatives which is not indicated at the decision</i></p> <p>- Akt o imenovanju lica ovlašćenih za zastupanje;</p> <p><i>Document on appointment of persons authorized for representation</i></p>	<p>Fotokopija uz original/overenu fotokopiju ne stariju od 3 meseca na uvid</p> <p><i>Copy with the original/validated copy for insight not older than 3 months</i></p>
11.	<p>*Ako je osnivač domaćeg pravnog lica drugo domaće pravno lice:</p> <p><i>*If the founder of domestic legal entity is other domestic legal entity:</i></p>	<p>Fotokopija uz original/overenu</p>

	<ul style="list-style-type: none"> - Izvod iz registra i/ili druga poslovna dokumentacija u kojoj se vidi taj podatak, sve do krajnjih vlasnika – fizičkih lica, koja imaju direktno ili indirektno (preko drugog pravnog lica) najmanje 25% vlasničkog udela. <i>Excerpt from the registry and/or other business documents which contains that data, until the final owners – physical persons, which has direct or indirect (via other legal entity) ownership of at least 25%.</i> 	<p>fotokopiju ne stariju od 6 meseci na uvid</p> <p><i>Copy with the original/validated copy for insight not older than 6 months</i></p>
	<p>*Ako je osnivač domaće pravnog lica strano pravno lice: <i>*If the founder of legal entity is non-resident legal entity:</i></p> <ul style="list-style-type: none"> - Izvod iz registra u kom je registrovano pravno lice osnivač koje ne sme biti starije od 6 meseci, overen od strane suda ili javnog beležnika – notara, u skladu sa pravilima međunarodne overe <i>Excerpt from the registry in which the founding legal entity is registered, which must not be older than 6 months, validated by court or public notary, within the regulations of international validation</i> 	
12.	<ul style="list-style-type: none"> - Ukoliko se u izvodu iz registra nekog stranog pravnog lica u vlasničkom lancu ne vidi ko je njegov direktan vlasnik: izvod iz registra i druga poslovna dokumentacija u kojoj se vidi taj podatak, sve do krajnjih vlasnika – fizičkih lica, koja imaju direktno ili indirektno (preko drugog pravnog lica) najmanje 25% vlasničkog udela. <i>If it is not certified who is the direct owner in the excerpt from the registry for some non-resident legal entity: Excerpt from the registry and other business documents which contains that information until the final owners – physical persons, which has direct or indirect (via other legal entity) ownership of at least 25%.</i> - izvod treba da je preveden na srpski jezik i overen pečatom i potpisom od strane sudskog tumača. <i>Excerpt has to be translated to Serbian and verified by stamp and signature of court interpreter.</i> 	<p>Fotokopija uz original/overenu fotokopiju ne stariju od 6 meseci na uvid</p> <p><i>Copy with the original/validated copy for insight not older than 6 months</i></p>
13.	<p>*Ako račun otvara punomoćnik: <i>*If the account is opened by attorney</i></p> <ul style="list-style-type: none"> - Specijalno punomoćje overeno kod organa nadležnog za overu i overena kopija ličnog dokumenta davaoca punomoćja <i>Special letter of attorney validated at the competent institution and certified of the personal document of the person giving the attorney</i> 	<p>Original ili overena fotokopija dokumenta ne starije od 6 meseci</p> <p>Original or validated copy of the document not older than 6 months</p>
14.	<ul style="list-style-type: none"> - Izjava o stvarnom vlasniku – pravno lice/preduzetnik* <i>Statement of beneficial owner – legal entity/entrepreneur*</i> <p>*Obrazac Šematski prikaz vlasničke strukture u slučajevima gde se direktni stvarni vlasnici ne mogu utvrditi iz izvoda iz registra <i>*Form Schematic view of the ownership structure in cases when direct actual owners cannot be detected from excerpt from the register</i></p>	Original
15.	<p>Lična dokumenta stvarnih vlasnika <i>The ID document of real owners</i></p>	<p>Fotokopija</p> <p><i>Copy</i></p>
16.	<p>*Odluka o razvrstavanju klijenta na mikro, malo, srednje i veliko (Razvrstavanje vrši sam klijent svojom odlukom na osnovu kriterijuma utvrđenih Zakonom o računovodstvu) (nije neophodno ako je ovaj podatak iskazan na rešenju/izvodu iz APR-a) <i>*Decision of assortment of the client on micro, small, middle and large (assortment is performed by client himself with his own decision, based on the criteria established by The law of accounting) (not necessary if this information is presented on the Decision/Excerpt from the Business registry agency)</i></p>	<p>Fotokopija</p> <p><i>Copy</i></p>
17.	<p>Zahtev za određivanje ovlašćenih donosilaca platnih naloga kao i kopije ličnih dokumenata ovlašćenih donosilaca</p>	Original

Application for the determination of the authorized bearer of payment orders as well as copy of ID documents of the authorized bearer of payment orders

*Ako račun otvara zastupnik Platne institucije:

18.	<i>*If the account is opened by representatives of registered payment institutions</i>	Fotokopija
	- Ugovor o poslovnoj saradnji sa platnom institucijom	Copy
	<i>The contract on business cooperation with the payment institution</i>	

*U zavisnosti od slučaja

**Depending on case*

****Privredna društva, preduzetnici, udruženja, fondacije i zadužbine, sportska udruženja, društva I savezi, privredne komore I drugo. - Za navedene klijente podaci se pribavljaju i utvrđuju neposrednim uvidom u Registar APR.**

*****Companies, entrepreneurs, associations, foundations, sports associations, societies and associations, chambers of commerce and other. For listed clients the decision on registration is obtained by direct insight into the APR Register (Serbian Business Register Agency).***

Ukoliko je dostavljena kompletna dokumentacija, Banka priprema Ugovor o otvaranju i vođenju deviznog računa.

If the delivered documentation is complete, the Bank shall prepare the Contract on opening and maintaining of FX account.