

## NEOPHODNA DOKUMENTACIJA ZA IDENTIFIKACIJU KLIJENTA I OTVARANJE RAČUNA – PRAVNA LICA, PREDUZETNICI, DRUGI OBLICI ORGANIZOVANJA / NECESSARY DOCUMENTS FOR CLIENT IDENTIFICATION AND ACCOUNT OPENING - LEGAL ENTITIES, ENTREPRENEURS AND OTHER FORMS OF ORGANIZING

### IDENTIFIKACIONA DOKUMENTACIJA KLIJENTA / IDENTIFICATION DOCUMENTATION OF THE CLIENT

- **PRAVNA LICA I PREDUZETNICI KOJA SE REGISTRUJU U AGENCIJI ZA PRIVREDNE REGISTRE:** Izvod iz registra koji preuzima Banka. / **LEGAL ENTITIES AND ENTREPRENEURS REGISTERED WITH THE SERBIAN BUSINESS REGISTERS AGENCY:** Excerpt from the register, obtained by the Bank.
- **UDRUŽENJA:** Statut i Akt o osnivanju udruženja - original ili overena fotokopija. / **ASSOCIATIONS:** Statute and Incorporation Act - original or certified copy.
- **PRAVNA LICA KOJA SE REGISTRUJU KOD DRUGOG NADLEŽNOG ORGANA (SUD, MINISTARSTVO):** Akt drugog nadležnog organa o registraciji (rešenje ili uverenje) ne stariji od 3 meseca - original ili overena fotokopija. / **LEGAL ENTITIES REGISTERED WITH OTHER COMPETENT AUTHORITY (COURT, MINISTRY):** Act on registration issued by this institution (decision or certificate) not older than 3 months - original or certified copy.
- **ADVOKATI I ADVOKATSKE KANCELARIJE:** Rešenje o upisu u registar Advokatske komore ili Izvod/Potvrda iz registra koji nije stariji od 3 meseca - original ili overena fotokopija. / **LAWYERS AND LAW OFFICES:** Decision on registration in the register of the Bar Association or Extract/Certificate from the register, not older than 3 months - original or certified copy.
- **CRKVE I VERSKE ZAJEDNICE:** Rešenje o upisu u registar crkava kod Ministarstva pravde ili izvod iz registra tog ministarstva; Akt o osnivanju nadležnog verskog organa ili uverenje o osnivanju verske zajednice - original ili overena fotokopija. / **CHURCHES AND OTHER RELIGIOUS COMMUNITIES:** Decision on registration in the churches registry within the Ministry of Justice or excerpt from the register of this Ministry; Act on the establishment from the religious institution in charge or certificate on the establishment from the religious community - original or certified copy.
- **JEDINICE U SASTAVU SPC (CRKVE, CRKVENE OPŠTINE I MANASTIRI):** Rešenje o upisu u registar kod Ministarstva pravde ili izvod iz registra ne stariji od 3 meseca, odnosno potvrda eparhije kojom episkop nadležne eparhije potvrđuje postojanje jedinice u sastavu SPC i daje saglasnost za otvaranje računa - original ili overena fotokopija. / **UNITS WITHIN THE SERBIAN ORTHODOX CHURCH (CHURCHES, CHURCH MUNICIPALITIES AND MONASTERIES):** Decision on registration from the register of the Ministry of Justice or excerpt from the register of the Ministry not older than 3 months, i.e. confirmation from the diocese by which the bishop of the diocese confirms the existence of the unit within the Serbian Orthodox Church and gives the consent for opening an account - original or certified copy.
- **STAMBENE ZAJEDNICE:** Izvod iz registra stambenih zajednica kod lokalne samouprave koji preuzima Banka uvidom na sajt RGZ. / **RESIDENTIAL COMMUNITIES:** Excerpt from the register of residential communities issued by the local self-government units obtained by the Bank through insight on the website of register of residential communities.
- **JAVNE USTANOVE KOJE SE REGISTRUJU KOD PRIVREDNOG SUDA:** Izvod iz privrednog suda ne stariji od 3 meseca - original ili overena fotokopija. / **PUBLIC INSTITUTIONS REGISTERED AT THE COMMERCIAL COURT:** Excerpt from the commercial court not older than 3 months - original or certified copy.
- **KLIJENTI KOJI SE OSNIVAJU PO ZAKONU ILI PROPISU:** Izvod iz zakona odnosno propisa na osnovu koga se klijent osniva - original ili overena fotokopija. / **CLIENTS ESTABLISHED BY LAW OR REGULATION:** Extract from the law, i.e. regulation on the basis of which the client is founded - original or certified copy.
- **AMBASADE/KONZULATI:** Izvod iz evidencije diplomatskih i konzularnih predstavništava koja se vodi kod nadležnih organa u Republici Srbiji, a objavljuje na internet prezentaciji ministarstva nadležnog za spoljne poslove. / **EMBASSIES/CONSULATES:** Extract from the records of diplomatic and consular missions, kept by the competent authorities in the Republic of Serbia, and published on the website of the ministry responsible for foreign affairs.

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Obaveštenje organa nadležnog za poslove statistike o razvrstavanju po delatnostima ako razvrstavanje vrši organ nadležan za poslove statistike, odnosno dokument koji sadrži taj podatak, sem ako je šifra delatnosti iskazana na rešenju/izvodu iz APR-a - fotokopija uz original na uvid. / *Notification of the authority responsible for statistics on the classification by activity if the classification is performed by the authority responsible for statistics, i.e. the document containing this information unless the activity code is shown on the decision/excerpt from the Business Register Agency - copy with the original for insight.*

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Lične karte zastupnika, punomoćnika ili prokuriste - fotokopija uz original na uvid. / *ID documents of the representatives, proxies or procurators - copy with the original for insight.*

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Lične karte lica ovlašćenih za raspolaganje sredstvima na računu - fotokopija. / *ID documents of the persons authorized for disposal of funds on the account - copy.*

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Potpis lica ovlašćenog 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 - fotokopija uz original ili overenu fotokopiju na uvid. / *Signature of the person authorized for representation certified by the competent authority if the person authorized to represent the client when submitting the request for opening an account and signing the Specimen Signature Card is not physically present in the Bank - copy with the original or certified copy for insight.*

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 - fotokopija uz original ili overenu fotokopiju na uvid. / *Document from the competent authority containing the tax identification number (TIN) unless the decision on registration with the competent register contains the information on TIN - copy with the original or certified copy for insight.*

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: akt o imenovanju lica ovlašćenih za zastupanje - fotokopija uz original/overenu fotokopiju ne stariju od 3 meseca na uvid. / *If the person authorized for representation is not specified in the decision on registration of legal entity or if there was a change of authorised persons which is not indicated in the decision: act on appointment of persons authorized for representation - copy with the original/certified copy for insight not older than 3 months.*

Ako je osnivač domaćeg pravnog lica drugo domaće pravno lice: izvod iz registra i/ili druga poslovna dokumentacija iz koje se vidi podatak, sve do krajnjih vlasnika - fizičkih lica, koja imaju direktno ili indirektno (preko drugog pravnog lica) najmanje 25% vlasničkog udela, ne starija od 6 meseci - fotokopija uz original ili overenu fotokopiju ne stariju od 6 meseci na uvid a ako se domaće lice registruje u APR, izvod iz APR registra preuzima Banka. / *If the founder of domestic legal entity is another domestic legal entity: excerpt from the register and/or other business documentation containing the data, up to the ultimate owners - natural persons having directly or indirectly (through another legal entity) at least 25% of the ownership share, not older than 6 months - copy with the original or certified copy not older than 6 months for insight; for domestic entity registered at the Business Registers Agency, the Bank shall retrieve the extract from the Business Registers Agency.*

Ako je osnivač domaćeg pravnog lica strano pravno lice: izvod iz registra u kome 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; ukoliko se u izvodu iz registra nekog stranog pravnog lica u vlasničkom lancu ne vidi ko je njegov direktan vlasnik: druga poslovna dokumentacija (akt o osnivanju, statut, izvod iz knjige akcionara, revizorski izveštaj i sl.) 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; izvod može biti na engleskom jeziku, a ukoliko nije, treba da je preveden na srpski jezik i overen pečatom i potpisom od strane sudskog tumača - fotokopija uz original ili overenu fotokopiju ne stariju od 6 meseca na uvid. / *If the founder of the domestic legal entity is a foreign legal entity: an extract from the register in which the founding legal entity is registered, which must not be older than 6 months, certified by a court or a notary public, in accordance with the rules of international certification; in case the extract from the register of a foreign legal entity does not present its direct owner in the ownership structure: other business documentation (deed of incorporation, articles of association, extract from the shareholders' book, audit report, etc.) showing this information, up to the ultimate owners - natural persons, who directly or indirectly (through another legal entity) have at least 25% of the ownership share; the extract can be in English, and if it is not, it should be translated into Serbian and certified with a seal and signature by a court interpreter - copy with the original or certified copy not older than 6 months for insight.*

Ako račun otvara zastupnik platne institucije: ugovor o poslovnoj saradnji sa platnom institucijom - fotokopija. / *If the account is opened by a representative of registered payment institution: contract on business cooperation with the payment institution - copy.*

Lična dokumenta stvarnih vlasnika - fotokopija. / *ID documents of beneficial owners - copy.*

Odluka o razvrstavanju klijenta na mikro, malo, srednje i veliko, koje vrši sam klijent svojom odlukom na osnovu kriterijuma utvrđenih Zakonom o računovodstvu, sem u slučaju da je ovaj podatak iskazan na rešenju/izvodu iz APR-a - fotokopija. / *Decision on Client Classification into Micro, Small, Medium and Large, performed by client itself with its own decision, based on the criteria established by the Law of Accounting, unless this information is presented on the decision/excerpt from the Business Registers Agency - copy.*

#### UGOVORNA DOKUMENTACIJA NA OBRASCIMA BANKE / CONTRACTUAL DOCUMENTATION ON BANK'S FORMS

- Zahtev za otvaranje računa/paketa domaćeg pravnog lica. / *Request for opening account/package for domestic legal entities.*
- Karton deponovanih potpisa u dva primerka. / *Specimen signature card in two counterparts.*
- Ugovor o otvaranju, vođenju i gašenju računa u dva primerka. / *Contract on opening, maintaining and closing current account in two counterparts.*
- Zahtev za određivanje ovlašćenih donosilaca platnih naloga kao i kopije ličnih dokumenata ovlašćenih donosilaca. / *Request for determining authorized bearers of payment orders, as well as copy of ID documents of the authorized bearer of payment orders.*
- Ekonomsko transakcioni profil klijenta. / *Economic and Transactional Profile of Customer.*
- Izjava o stvarnom vlasniku. / *Statement on beneficial owner.*