



LIST OF DOCUMENTATION REQUIRED TO OPEN A CURRENT ACCOUNT

Legal entities, entrepreneurs and other resident organisations

Documentation	Type and manner of issue
<i>Account Opening Application Form</i>	Original x 1
<i>Signature Specimen Card including the Consent Form for the Processing of Personal Data</i>	Original x 2 The Consent Form for the Processing of Personal Data is signed by all those listed in the Signature Specimen Card, in accordance with all applicable regulations and provisions of Law on Personal Data Protection
Opening And Maintaining an Account Agreement	Original x 2 You will receive this form from your Advisor when you visit the bank
<i>Statement of the Legal Representative on the Status of the Beneficial Owner</i>	Original x 1
Confirmation on the Issuance of a Tax Identification Number - TIN	Optional - to be submitted if the legal entity is not registered with the Business Registers Agency Original on presentation or an authenticated copy of a Document – Copy is kept
<i>VS Form - Verified signatures of those authorised to represent (in Serbian: OP Form)</i>	Optional - a VS Form is required only if the authorised person(s) listed on the Signature Specimen Card is/are not present Original on presentation or an authenticated copy of a Document – Copy is kept
Personal Identification Document (personal ID card or passport, in accordance with the Decision on Visa-free Entry to the Republic of Serbia (citizen who may enter with a valid personal ID card). Submit for the representative, authorised person(s) or private individual(s) who is/are the beneficial owner(s), as evidenced in the Central Records of Beneficial Owners.	Original on presentation - Copy is kept
	Optional - for companies registered with the Business Registers Agency (SBRA), the bank will collect information concerning the registration by visiting the Registry located on the SBRA's website Original on presentation or an authenticated copy of a Document – Copy is kept
Organizational Chart Showing Ownership Structure and Controlling Influence – For clients with more than one line of ownership	Original on presentation – Copy is kept
*Founding Act/Statute	Original on presentation or an authenticated copy of a Document - Copy is kept (Submit the document if this is missing from the APR - SBRA excerpt, or official public registry).

* If there were changes to the founding act of legal entities and other resident organisations - submit the document



Documentation, depending on the legal entity's form	
Legal Entities and Entrepreneurs <ul style="list-style-type: none"> • Notice on Categorisation by Commercial Activities 	Optional - If the Excerpt from the Registry fails to include data on the commercial activity - Original on presentation or an authenticated copy of a Document – Copy is kept
Branch of a Foreign Legal Entity <ul style="list-style-type: none"> • Excerpt of a foreign registry, the issuing date of which must not exceed 3 months at the moment of activating the account, issued by the competent authority of the country of registration and translated into Serbian by a court-sworn interpreter 	Original on presentation or an authenticated copy of a Document – Copy is kept
Institutions or Agencies/Offices <ul style="list-style-type: none"> • Excerpt issued by the competent register, the issuing date of which must not exceed 3 months • Notice on Categorisation by Commercial Activities 	Optional - Submit the document if this is missing from the APR (SBRA excerpt) Original on presentation or an authenticated copy of a Document – Copy is kept
Civil society organisations or local non-governmental organisations <ul style="list-style-type: none"> • Founding Act and Statute • Act naming the representative • Notice on Categorisation by Commercial Activities • A document with ID information on the representative and/or the person presenting the association/organisation (name, surname, place and date of birth, residence of each private individual) • Statement Confirming the Origin of the Assets which shall be the subject of the business relationship transaction; 	Optional - Submit the document if this is missing from the APR (SBRA excerpt) Original on presentation or an authenticated copy of a Document – Copy is kept
Clients registering on the grounds of the law or regulations <ul style="list-style-type: none"> • Articles of Incorporation of the competent body • Act naming the representative • Notice on Categorisation by Commercial Activities 	Optional - Submit the document if this is missing from the APR (SBRA excerpt) Original on presentation or an authenticated copy of a Document – Copy is kept
Clients under bankruptcy <ul style="list-style-type: none"> • Decision of the Business Registers Agency with which the change -initiation of bankruptcy- has been registered The standard account needs to be closed before opening an 'under bankruptcy' account, and the following documentation is required: • Closing an Account Application Form (if there are funds on the account said funds are transferred to the Administrative Receiver, to the account provided on the Application Form) • Decision on the Initiation of Bankruptcy Proceedings • Personal ID document of the Administrative Receiver • VS Form (in Serbian: OP Form) filled in the Administrative Receiver 	Original on presentation or an authenticated copy of a Document – Copy is kept



Documentation concerning the identification of the beneficial owner

1. Excerpt of an official public registry - the issuing date of which may not exceed three months*

*If the founder is a FOREIGN legal entity registered in one of the country signatories to the Hague Convention, the excerpt must be accompanied by an Apostille, unless it is issued in one of the countries with which the Republic of Serbia has signed an Agreement on the Exemption of Public Documents from Legalisation. If the country of registration of the founder is not a signatory to the Hague Convention, the excerpt must be verified under the full legalisation procedure.

2. Document or other commercial documentation - in the event that the submitted excerpt of an official registry fails to include information about the beneficial owner, submit another commercial document which identifies ownership (for example: shareholders' list, Articles of Association, Articles of Incorporation or the like).

3. Statement of the Beneficial Owners - exclusively in the event that the documentation referred to in the previous two items is submitted and it is not possible to identify the beneficial owner.

4. A photocopy of the beneficial owner's ID document (personal ID card or passport). For foreign nationals, it is necessary to submit a document providing the place of residence in addition to a passport.

It is necessary to identify/establish the beneficial owner of each legal entity, and this is a private individual who directly or indirectly holds 25% or more of a stake/shares in the business, voting rights or other rights, on the basis of which he/she participates in the management of the legal entity, or participates in the capital of a legal entity with a stake of 25% or more i.e., a private individual who directly or indirectly has a predominant influence over the management of the business and decision-making, a private individual who indirectly secures or provides funds to the legal entity and on this basis has the right to significantly influence the decision-making of the management body of said legal entity, where decisions on financing and operations are in question.

1. Original or an authenticated copy of the Excerpt from the official public registry of the founder
2. Original or an authenticated copy of a document or other commercial documentation
3. Original statements issued by the legal representative and beneficial owner
4. Photocopy of a personal ID document

Obligation to Submit a Translation: The Client shall submit documentation to the bank in its original/authenticated form and translated into Serbian by a court-sworn interpreter, unless the source (original) language of the document is English or the documentation has been issued by a regional country, compiled in languages similar to Serbian (e.g. Montenegrin, Bosnian, Croatian, Macedonian).



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