

For Foreign Representative Offices

Documents the client receives at the Bank:

1. Primary account specification request
2. Specimen signatures form of persons authorized to sign orders
3. Authorization for deposition/withdrawal of cash into/from account(s), signed by a legal representative empowered by decision, for each private individual who will deposit/withdraw cash into/from the account (with specification of the authority level)
4. Questionnaire for legal entities
5. Agreement on opening transactional/foreign currency account
6. Information on important terms and conditions for using payment services
7. Consent for access and processing of data
8. Consent for disposal of data
9. Informative form for depositor

Documents provided by client:

(consistent with the Rulebook on the Terms and Manner of Opening, Managing and Closing Non-residents' Accounts at the Bank)

1. Application for opening a non-resident account on the official letterhead of the Client or on the prescribed Bank's form, signed by the legal representative and attested with Client's seal.
2. Excerpt of a document on founding the company from the register in which the mother company is recorded with the competent institution of the country where it has the head office, not older than three months.
3. Decision on entry into the Register of Foreign Legal Entities' Representative Offices in BIH, issued by the competent BIH ministry, not older than three months (or provision of excerpt/confirmation proving there have been no status changes of the Client in the Register, not older than three months).
4. Document on founding the representative office in BIH (signed and certified by legal representative of the mother company).
5. Decision on appointment of persons for representation and work at the representative office in BIH (signed and certified by legal representative of the mother company).
6. Notice of the competent statistics institute on classification of foreign legal entities' representative offices by line of business (in the RS, the competent body is APIF).
7. Tax ID number
8. Statement of a non-resident's authorized person that there are no accounts subject to the measure of blocked funds disposal.
9. Copy of the latest annual financial statement and independent auditor's report on non-resident's operations in the domicile country or in the country where it conducts its registered business. A non-resident that has been operating for less than a year provides financial statement for the period of operation in the current year.

ALL DOCUMENTS (EXCEPT FINANCIAL STATEMENTS) THE CLIENT PROVIDES TO THE BANK MUST BE ORIGINALS OR CERTIFIED COPIES

Documents can be certified by competent bodies. Documents that are not in a language in use in BIH must be translated by a certified court interpreter in or out of BIH.

If the non-resident is not required to draw up financial statements in the domicile country, it provides document on paid tax.

10. Identity cards and residence certificates (for BIH citizens), and passports, identity cards (for the area of ex Yugoslavia) and information on residence¹ for clients outside BIH (for legal representative, for persons on the specimen signatures form, for persons on the authorization to deposit and withdraw cash, and for every private individual who, directly or indirectly, owns at least a 10% equity stake, based on which they participate in the management of the business entity i.e. its funds)²

11. Particulars of each business entity which, directly or indirectly, owns at least a 10% equity stake, shares, based on which they participate in the management of the business entity i.e. its funds³

12. Besides the documents from the previous items, during the contractual relationship or before account opening, and in order to eliminate or reduce the risk of doing business with the client, the Bank can ask the client to provide additional documentation.

¹ This information can be obtained from the passport, any non-resident's document that so specifies or based on non-resident's verbal statement.

² Exceptionally, the Bank accepts a certified copy of identity card, issued by a competent body in the non-resident's country, if the private individual is from a country with which BIH has in place an agreement on visa-free regime i.e. possibility of entering the country based on a valid identity card (EU member states, countries that are signatories to the Schengen agreement and other countries with which BIH has agreement on visa-free regime).

³ If these business entities are not clients of the Bank, information can be obtained by searching publicly available registers. If they are not on the record, it is necessary to submit their decision on entry into competent body's register/ excerpt from the competent register.

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