

For Sole Proprietors

Documents the client receives at the Bank:

1. Account opening/amendment application
2. Primary account specification request
3. Specimen signatures form of persons authorized to sign orders
4. 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)
5. Questionnaire for legal entities
6. Agreement on opening transactional/foreign currency account
7. Information on important terms and conditions for using payment services
8. Consent for access and processing of data
9. Consent for data disposal/consent for personal data processing
10. Informative form for depositor

Dokumenti koje dostavlja klijent:

(sukladno Uputstvu o otvaranju i zatvaranju računa kod ovlaštenih organizacija za obavljanje poslova unutrašnjeg platnog prometa)

1. Basic decision of the competent body on permitted business activities, which must not be older than two months. If the basic decision of the competent body is older than two months, it is also necessary to provide administrative body's confirmation that they are still maintained as sole proprietors, not older than two months.
2. Notice of the Statistics Institute on classification by line of business¹
3. Certificate of tax registration containing taxpayer's identification number²
4. Certificate of registration/entry into the Common Register of Payers of Indirect Taxes, if the client is required to pay indirect taxes VAT.
5. Identity cards and residence certificates (for BIH citizens), and passports, identity cards (for the area of ex Yugoslavia) and information on residence³ for clients outside BIH (for legal representative empowered in the decision of the competent body, 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

¹ Except sole proprietors and professions in the RS for whom there is no need to ensure this document.

² In the RS, the same is an integral part of the decision on entry into competent body's register.

³ This information can be obtained from the passport, any non-resident's document that so specifies or based on non-resident's verbal statement.

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.

the management of the business entity i.e. its funds)⁴

6. Signed forms submitted to the Tax Authority's competent unit by March 31 of the current year for the previous year (specification for determining income from independent business and annual income tax returns, whereby sole proprietors in the RS submit annual tax returns for income tax or tax returns for small businesses)⁵ i.e. decision on flat tax and payslip as proof of payment.

Special Conditions of Account Opening at Subsidiaries in the Territory of the RS

For the needs of account opening at Bank subsidiaries in the territory of the Republic of Srpska, it is obligatory to ensure:

1. Authorized person's statement that there are no accounts subject to the measure of blocked funds disposal.
2. With the account opening application for legal entities from the territory of the FBiH or Brčko District which head office, head office of their organizational unit, is not in the territory of the Republic of Srpska, the client is obliged to enclose confirmation of the RS Tax Authority specifying that the non-resident is recorded in the register of non-residents with the RS Tax Authority, not older than 15 days

⁴ 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).

⁵ Forms are submitted as copies and must be certified by the competent Tax Authority and legal representative.

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