

For Citizens Associations

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 disposal of data
10. Informative form for depositor

Documents provided by client:

(Consistent with the Instructions on Account Opening and Closing with Organizations Authorized for Domestic Payments.)

1. Basic decision on entry into competent body's register (e.g. associations register with the Ministry of Justice:). If the basic decision is older than two months, it is also necessary to provide a competent body's confirmation that the association is still active, not older than two months.
2. Articles of incorporation of the citizens association or its other appropriate by-law.
3. Competent body's document on foundation (except if the association is established directly based on a regulation, in which case it is necessary to provide excerpt from the relevant regulation).
4. Notice of the Statistics Institute on classification by line of business (in the RS, the competent body is APIF).
5. Certificate of tax registration containing taxpayer's identification number.
6. Certificate of registration/entry into the Common Register of Payers of Indirect Taxes, if the client is required to pay indirect taxes VAT.
7. 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 empowered in the decision on entry into competent body's register, for persons

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.

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.

on the authorization to deposit and withdraw cash)²

8. Financial statement on previous operations (for the last accounting period for which the statement is submitted to the competent bodies or institutions), except for newly-founded associations³

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

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 The statement is provided as a copy and must be certified and signed by the Financial Information Agency (FIA/APIF for RS), certified accountant and legal representative.

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.