

Instructions for filling in the documents required for business operations using HAL E-bank for non-residents

I E-BANK APPLICATION FORM FOR NON-RESIDENTS

Client data

Refer to foreign legal entity – non-resident. All required data need to be provided.

Data of the legal representative / plenipotentiary

Apart from the name and surname of the legal representative / plenipotentiary, it is necessary to add **personal identity number and/or ID card number**. Stamp and signature (if such is used) and signature of a legal representative / plenipotentiary are mandatory.

Required number of smart card readers

It is necessary to state the number of smart card readers that need to be sent to the client.

Authorised person's data

It is mandatory to fill in the **name and surname** fields and circle the desired level of authorisation. For every authorised person a smart card is issued to, it is necessary to fill in the form Authorised person's request for issuance of personal qualified digital certificate on a smart card and/or identification of electronic bank user (CA2).

If the client already owns HAL E-bank for another account in the Bank or uses HAL E-bank by another bank (state the name of the bank) make sure this information is added in the note field. If the client uses HAL E-bank in another bank and/or for another account with the Bank, the client will not be charged for the issuance of card, on condition that they have authorised the person already in possession of the card for work in Hal E-Bank application.

Filled in by the bank

Make sure you fill in the field **non-resident's identity number from the Bank's system** and the field **name, surname and signature of the Bank's employee** that checked the document.

HAL E-bank application for non-residents must be validated with a stamp (if the stamp is used) and with a signature of the legal representative / plenipotentiary.

II ELECTRONIC BANKING SERVICES PROVISION AGREEMENT FOR FOREIGN LEGAL ENTITIES – NON RESIDENTS

Electronic banking services provision agreement for foreign legal entities – non residents is filled in two copies. **Do not fill in** the number or date of the Agreement. It is necessary to fill in all the data from Item 2. of the Agreement (data that refer to the client).

The Agreement must be signed and validated by a legal representative / plenipotentiary, whereas the part related to the bank should **remain blank**. Both copies of the Electronic banking services provision agreement for non-residents are submitted to the E-bank department to be signed.

III OVERALL REQUEST FORM CA1 Q

This form is filled along with each E-bank application for non-residents. Place and date, stamp (if such is used) and the signature of the legal representative / plenipotentiary are also required apart from the basic client data.

Names and surnames of authorised persons stated in the "Authorised person data" should be added into the field "I order the issuance of certificates for persons stated in the requests (request number and mark)" in the E-bank application form.

IV AUTHORISED PERSON'S REQUEST CA2 Q

This form must be filled in for each authorised person stated in the "Authorised person data" field on the E-bank application for non-residents.

Make sure you fill in the Authorised person data and have this request signed by the authorised person, validated (if a stamp is used) and signed by the legal representative / plenipotentiary. Part 2. **Information on issued digital certificate** is left blank.