

Representative Offices

<i>Documentation</i>		<i>Forms for downloading</i>	<i>Document Form</i>
1	Non-resident account opening application (form of the Bank)	APPLICATION FORM FOR OPENING OF NON-RESIDENT ACCOUNT.doc	Original - 1 copy
2	Decision/Excerpt on the registration of representative office in register with the Business Registers Agency		Original or certified photocopy of document not older than 3 months - for inspection
3	Excerpt from register of parent company in the country of domicile or, if it is incorporated in the country in which no registration in such register is made - other valid incorporation document in accordance with the regulations of country of central headquarters is provided on which the non-resident's legal form and date of its incorporation may be identified		Original or certified copy of document by notary or other competent authorities abroad, not older than 3 months from the date of submission to the Bank, and, depending on the country it is issued in, certification is made using Apostille stamp - for inspection
4	Translation of excerpt referred in item 3 into the Serbian language /		Original or certified copy of the translation certified with the seal and signature of certified court interpreter
5	Document by competent authority containing Tax Identification Number if such non-resident taxpayer is that of the Republic of Serbia and if such application refers to the opening of non-resident dinar current account (unless such data are included in the BRA Decision) - original for inspection		Original - for inspection
6	Signature specimen of persons authorised for the disposal of funds on non-resident account, sealed by representative office or non-resident (if used), signed by person authorised for representation from decision on the registration on non-resident legal entity in the country of its central headquarters	SPECIMEN SIGNATURE CARD FOR NON-RESIDENT ACCOUNT.pdf	Original - 2 copies
7	Data on the persons who will withdraw statements and bring orders for execution with the Bank - for the account of non-resident, on the Bank form	INFORMATION ABOUT PERSONS WHO WILL BRING ORDERS FOR EXECUTION IN THE BANK – NON-RESIDENT CLIENT.pdf	Original - 1 copy
8	Signature by representative from decision on the registration of non-resident legal entity in the state of its central headquarters, certified with competent authority		Original or certified copy - <i>for inspection</i>

9	Certified signature of Director of Representative Office (Form of Authorised Signatures) certified with competent authority		Original or certified copy - for inspection
10	Agreement on Opening and Maintaining Foreign Currency/Dinar Account of Non-resident Foreign Legal Entity	AGREEMENT.pdf	Original - 2 copies
11	Photocopy of legal representative's ID		Original for inspection - copy is kept
12	Photocopy of ID of authorised person from signature specimen		Photocopy - 1 copy
13	Photocopy of proxy holder/procurator's ID		Original for inspection - copy is kept
14	Photocopy of ID of beneficial owner		Photocopy - 1 copy
15	Pep Statement of beneficial owner	STATEMENT PEP.doc	Original - 1 copy
16	Stamp use application		Original
17	Documentation for the identification of the beneficial owner of legal entity and person of foreign law, identification of ownership and management structure up to the level of private individual - holder of 25% and more interest, for all legal entities in the ownership sequence		

** Document legalisation certifies the authenticity of signatures of document signatories and authenticity of seal affixed on document*

There are three legalisation levels

1 release of legalisation when only certification by public notary is necessary (when there is bilateral agreement with the Republic of Serbia)

2 certification with Apostille seal (for the countries members of the Hague Convention)

3 certification of document at diplomatic and consular representative office of the Republic of Serbia (for other countries)
