**NEOPHODNA DOKUMENTACIJA ZA USPOSTAVLJANJE POSLOVNE SARADNJE/OTVARANJE RAČUNA– PREDSTAVNIŠTVO STRANOG UDRUŽENJA**

NECESSARY DOCUMENTATION FOR ESTABLISHING OF BUSINESS COOPERATION/ACCOUNT OPENING**–**

REPRESENTATIVE OFFICE OF A FOREIGN ASSOCIATION

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|  | **Dokument/**  Document | **Oblik dokumenta/**  Form of document |
|  | **Zahtev za uspostavljanje poslovne saradnje/otvaranje računa stranog pravnog lica na obrascu Raiffeisen banke**/  Raiffeisen bank application form for establishing of business cooperation/ account opening - non-residents | **Original/**  Original |
| ***\**** | **Karton deponovanih potpisa na obrascu Raiffeisen banke – 2 primerka**/  Specimen signatures on Raiffeisen bank form – 2 samples | **Original/**  Original |
| ***\**** | **Ugovor o otvaranju i vođenju dinarskog/deviznog računa – 2 primerka**/ Contract for the opening and maintaining of a dinar/foreign currency account – 2 samples | **Original/**  Original |
|  | **Izvod iz nadležnog registra koji nije stariji od 6 nedelja od dana izdavanja, osim za klijente koji se registruju u Agenciji za privredne registre Republike Srbije**  Excerpt from the Companies Register, not older than 6 weeks from the date of issue, except for the clients who are registered in the Serbian Business Registers Agency*.* | Original ili overena kopija dokumenta/ Original or certified copy |
|  | **Izvod iz odgovarajućeg registra ne stariji od 6 nedelja od dana izdavanja snabdeven apostilom**  **ili**  **akt nadležnog organa o osnivanju snabdeven apostilom, ako za podnosioca zahteva registrovanje nije propisano i ako se osniva neposredno na osnovu zakona, odnosno izvod iz zakona ako registrovanje nije propisano za podnosioca zahteva koji je osnovan zakonom.**  Excerpt from the Companies Register not older than 6 weeks from the date of issue, with apostille  *or*  decision of incorporation from competent authority with apostille (if the registration of the client is not required, and if the client is incorporated directly on the basis of the law, or a copy of the law if registration is not prescribed for the client which was incorporated by the law).  **Prevod na srpski jezik kod sudskog tumača.**  Translation into the Serbian language by an sworn-at-court interpreter. | Original ili overena kopija dokumenta/ Original or certified copy Prevod- original ili overena kopija dokumenta/ Translation: Original or certified copy |
|  | **Izvod Iz zvaničnog registra stvarnih vlasnika**  Excerpt from the official beneficial owners registry | Original ili overena kopija dokumenta/ Original or Certified copy |
| ***\**** | **Potvrda o poreskom identifikacionom broju – PIB (osim za klijente koji su registrovani u Agenciji za privredne registre Republike Srbije )**  Certificate of tax identification number (except for clients registered in the Serbian Business Registers Agency) | **Kopija/**  Copy |
|  | **Overeni potpisi lica ovlašćenih za zastupanje (OP obrazac) ili neovereni potpisi lica ovlašćenih za zastupanje zajedno sa dokumentom Potvrda zaposlenog ( potpis zakonskog zastupnika u prisustvu službenika banke)** Signatures of legal representatives (OP form) certified by a competent body or signatures of legal representatives without certified by a competent body, accompanied by the document "Employee Confirmation" (signature of the legal representative affixed in the presence of the bank officer). | **Original ili overena kopija dokumenta na uvid/**  Original or certified copy of the document to be presented |
|  | **Lična karta zastupnika predstavništva i/ili prokuriste**  Identity card of legal representative of representative office and/or proxy | **Kopija uz original na uvid/**  Copy with the original to be presented |
| ***\**** | **Pasoš ili lična karta zastupnika osnivača predstavništva, kao i za lica koja su ovlašćena za raspolaganje sredstvima po računu.**  Passport or identity card of the founder of representative office as well as for the persons authorized for the disposal of assets in the account | Kopija/ Copy |
|  | **Izjava klijenta radi utvrđivanja statusa funkcionera - popunjava stvarni vlasnik klijenata ili Izjava klijenta radi utvrđivanja statusa funkcionera stvarnog vlasnika - popunjava zakonski zastupnik. Ukoliko Izjavu popunjava zakonski zastupnik za stvarnog vlasnika koji je funkcioner potrebno je priložiti overeno punomoćje.** Statement of the client for establishing the status of the official – fullfilled by beneficial owner or Statement for establishing the status of the official of the beneficial owner(s) - fullfilled by legal representative. If the statement is fullfilled by legal representative for beneficial owner who is an official - written authorization (power of attorney) certified by a public notary is obligatory | **Original**/  Original |
| ***\**** | **Ovlašćenje izdato od zastupnika osnivača predstavništva sa definisanim radnjama za koje je zastupnik predstavništva dobio ovlašćenje (npr: otvaranje i gašenje računa, raspolaganje sredstvima i sl.).**  Authorization issued by the legal representative of the founder with defined actions for which the authorized person of the representative office has got authorisation (authorization to open and close account, funds disposal, etc.). | **Original ili overena kopija/**  Original or certified copy |
| ***\**** | **Podaci o licima ovlašćenim za dostavljanje naloga za prenos, isplatu i preuzimanje gotovine za dinarske i devizne račune (ukoliko su u pitanju lica koja se ne nalaze na kartonu deponovanih potpisa)**  List of authorized officers for delivery of payment orders and orders for cash withdrawal from dinar and foreign currency accounts(in the case when persons are not on the Specimen signatures form) | **Original**/  Original |
| ***\**** | **U slučaju da se račun otvara preko punomoćnika, punomoćnik je obavezan da dostavi original ili overenu fotokopiju pismenog ovlašćenja (punomoćja) za otvaranje računa i/ili raspolaganje sredstvima sa računa, koje izdaje klijent i koje je overeno od strane notara, kao i identifikaciona dokumenta.**  If the account is opened through a proxy, the proxy is obliged to present the original or a copy of the written authorization (power of attorney) for opening of the account and/or disposal of the assets from the account, issued by the client and certified by a public notary, as well as identification documents*.* | **Punomoćje:** original ili **overena kopija/**  Power of attorney:  Original or certified copy |
|  | **Statut**  Articles of Association | Original ili overena kopija dokumenta na uvid/ Original or certified copy to be presented |
|  | **Osnivački akt**  Incorporation Act | Original ili overena kopija dokumenta na uvid/ Original or certified copy to be presented |
| **DOKUMENTACIJA ZA UTVRĐIVANJE VLASNIČKE STRUKTURE**  DOCUMENTATION FOR THE DETERMINATION OF THE OWNERSHIP STRUCTURE | | |
|  | **Za udruženja koja su osnovala fizička lica potrebno je priložiti spisak osnivača i kompletne podatke o licima koja su članovi organa upravljanja.**  For associations founded by private individuals, it is necessary to enclose a list of founders and data of members in the association’s management bodies.  **Za udruženja koja su osnovala domaća pravna lica (koja nisu registrovana u APR-u) ili strana pravna lica, potrebno je priložiti original ili overenu kopiju izvoda iz privrednog registra za svako pravno lice u vlasničkom lancu (overen apostilom, ne stariji od 3 meseca od dana izdavanja) iz kojeg se može videti dalji vlasnički niz i tako sve do fizičkih lica vlasnika pravnih lica, kao i podatke o licima koja su članovi organa upravljanja udruženjem.**  For associations founded by domestic legal entities (which are not registered in Serbian Business Registers Agency) or foreign legal entities, it is necessary to enclose the original or a certified copy of the extract issued by the Business Registers Agency, (bearing with apostille and not older than 3 months from the date of issue), for each legal entity in the ownership structure. Repeat this procedure until the beneficial owners – natural persons are identified. Also, data of members in the association’s management bodies are required.  **Ako se iz priložene dokumentacije ne može utvrditi vlasnički niz, podaci o stvarnim vlasnicima ili članovima organa upravljanja, potrebno je priložiti Izjavu o vlasničkoj strukturi potpisanu od zastupnika i stvarnog vlasnika udruženja.**  If it is not possible to maintain the required information of the ownership structure, beneficial owners or the association management bodies members from the above documents, it is necessary to present written ownership statement signed by the association’s legal representative and beneficial owner.  **\* neophodni podaci o članovima organa upravljanja udruženjem su: ime, prezime, datum, mesto rođenja, mesto i država prebivališta;** \* the necessary data of members in the association’s management bodies are: name and surname, date, place of birth, city and state of residence;  **\* neophodni podaci o fizičkim licima osnivačima udruženja su: ime i prezime;** \* the necessary data of private individuals-founders are: name and surname;  **\* neophodni podaci o stvarnim vlasnicima pravnih lica osnivača udruženja su: ime i prezime datum i mesto rođenja, mesto i država prebivališta;**  \* Necessary data of the beneficial owners of legal persons which are: the founders of the association are: name and surname, date and place of birth, place and country of residence;  **Pod stvarnim vlasnikom se podrazumeva:**  **(1) fizičko lice, koje je posredno ili neposredno imalac 25% ili više poslovnog udela, akcija, prava glasa ili drugih prava, na osnovu kojih učestvuje u upravljanju pravnim licem, odnosno učestvuje u kapitalu pravnog lica sa 25% ili više udela, odnosno fizičko lice koje posredno ili neposredno ima preovlađujući uticaj na vođenje poslova i donošenje odluka;**  **(2) fizičko lice, koje privrednom društvu posredno obezbedi ili obezbeđuje sredstva i po tom osnovu ima pravo da bitno utiče na donošenje odluka organa upravljanja privrednim društvom prilikom odlučivanja o finansiranju i poslovanju;**  **Stvarni vlasnik lica stranog prava (npr: trast, anonimno društvo i sl.) je osnivač, poverenik, zaštitnik, korisnik ako je određen, kao i lice koje ima dominantan položaj u upravljanju licem stranog prava;**  The term beneficial owner means:  (1) a natural person who owns, directly or indirectly, 25% or more of the business interest, shares, voting rights or other rights, based on which they participate in controlling the legal person, or who participates in the capital of the legal person with 25% or more of the interest, or a natural person who indirectly or directly has a dominant influence on business management and decision-making;  (2) a natural person who has provided or provides funds to a company in an indirect manner, which entitles him to influence significantly the decisions made by the managing bodies of the company concerning its financing and business operations;  Beneficial owner of a person under foreign law (ex. Trust, anonymous company/Société Anonyme and similar) is the founder, protector, beneficiary if it is defined, as well as the person who has a dominant position in controlling the person under law;  **\* neophodni podaci o vlasnicima pravnih lica osnivača udruženja su: ime i prezime.**  Necessary data of the owners of legal persons which are the founders of the association are: name and surname. | Original ili overena kopija dokumenta na uvid/ Original or certified copy to be presented Prevod - original ili overena kopija dokumentana uvid/ Translation: Original or certified copy to be presented    **Original/**  Original |
|  | **Ukoliko je klijent identifikovan preko trećeg lica, potrebno je priložiti obrazac za identifikaciju klijenta preko trećeg lica.**  If the client is identified through a third party, it is necessary to enclose the form “Identificationlegal person over a third party”. | **Original/** Original |

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|  | **DOKUMENTACIJA ZA PRISTUP DIGITALNOM KANALU**  DOCUMENTATION FOR ACCESS TO DIGITAL CHANNEL | **Oblik dokumenta/**  Form of document |
| ***\**** | **Zahtev za pristup Info Portal platformi (za Velika i Srednja pravna lica)**  Request for access to the Info Portal platform (for Large and Medium legal entities) | **Original/**  Original |
|  | **Pravila i uslovi za korišćenje Info Portal platforme**  Terms and conditions for using the Info Portal platform |  |

**Napomena:**

Remark:

**Ukoliko ne otvarate račun, nije potrebno da dostavljate dokumenta obeležena zvezdicom** **(\*)**

In case you do not open an account, it is not necessary to submit the documentation marked with an asterisk (\*)