

# SET OF DOCUMENTATION FOR BANK ACCOUNT OPENING FOR LEGAL ENTITIES - NON-RESIDENTS



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# NON-RESIDENTS

## 1. Necessary documentation for bank account opening for foreign legal entities

Foreign legal entity (non-resident) is required, when applying for the bank account opening, to enclose filled out mentioned Bank forms and deliver required status documentation in the prescribed form.

### 1.1. Bank forms

- Application for opening the transaction account and/or account for special purposes
- Contract for opening the domestic currency transaction account (KM) and/or foreign currency transaction account and/or account for special purposes
- Deposited signatures card for individuals authorized for warrant signature for the purpose of fund disposal from the account
- Authorization by director (individual authorized for representation) for individuals that deposit cash into bank account/individuals that bring warrants to the bank/authorized individuals for cash withdrawal from the bank account (if the authorization is given in the Bank form). This item is stated in the mandatory documentation delivered by the client if the authorization/resolution is made on the company memorandum.
- Ownership structure chart - only for clients for which is not possible to determine the actual owner from the Decision
- Client's consent for managing the bank secret. For all clients opening the bank account it is mandatory to sign mentioned consent by the legal representative.
- Statement (within the application for bank account opening) of the authorized individual that there are no outstanding liabilities regarding public/state revenue, except for newly established legal entities.
- Statement of the authorized individual regarding non-existence of the account for which there is a ban on disposal of funds (for all non-residents and resident clients from the Republika Srpska territory only). The statement is declared in the client documentation considering that such statement is valid if it is not in the bank form (attached Statement in the Client form).
- Other documentation declared in the following text depending on the organizational form of business entity.



## 1.2. Status documentation depending on the organizational form of legal entity

### 1.2.1. For foreign legal entities with organizational form LTD, PLC or LD

1. Act on entry into the court/other competent registry, not older than 6 weeks. If the act is older than 6 weeks, current excerpt from the court registry from the country in which the entity has registered headquarters or if the entity is founded in the country in which there is no such registry, other valid foundation document, in the accordance with the country regulations in which the entity has headquarters based on which the legal form of non-resident and date of its foundation can be determined. Document should be original and translated by the certified court translator to one of the official B&H languages. Instead of the original copy, certified copy can be accepted or the excerpt from the competent authority's registry certified by the competent authorities in RS, or notary in case the bank account is being opened in the Federation of B&H. In this case, the insight date into the registry has to be noted in the notary's certification not older than 6 weeks. The document has to be in its original copy and certified translation to one of the official languages in B&H.  
or
2. Excerpt from law, or other regulation, if the non-resident account is being opened on this basis.
3. If in the document mentioned in point 2, private or legal entities, that own more than 20% of ownership shares in the legal entity, are not mentioned, it is necessary to deliver the excerpt from the competent registry in domestic country not older than 6 weeks, from which all private and legal entities that have more than 20% of ownership shares are visible. For all private entities for which it is determined to own more than 20% of ownership shares it is necessary to deliver copies of identification documents with the picture attached.
4. Statement by the authorized non-resident individual regarding non-existence of the account for which there is a ban on disposal of funds.
5. Tax Authority confirmation that the non-resident is enrolled into the non-resident Tax Authority registry, tax number for non-resident (UIN). Confirmation cannot be older than 15 days.
6. Last annual financial report and the external audit report on non-resident business in the parent country or in the country in which non-resident conducts registered business activity. Non-resident that operates less than one year delivers the financial report for the current year. If the non-resident has no obligation to have financial reports in the parent country, paid tax document is to be delivered.

7. Deposited signatures card for individuals authorized for warrant signatures for the purpose of fund disposal from the non-resident account signed by the authorized individual from the decision on non-resident legal entity registration in the country of headquarters and individual to which an authorized individual accredited the right to sign, or other valid foundation document verified by stamp.
8. Passport copies or identification document with the picture for
  - Private entities from the deposited signatures card. For private entities, residents, certified copy of the identification card (passport) and copy of registration of residence not older than 6 (six) months are to be delivered, and for foreign private entities, passport copy alongside with certified translation to one of the official languages in B&H or basic identification information in English language are to be delivered;
  - Private entity or private entities empowered representatives (individuals mentioned in the registry excerpt as individuals authorized to represent the legal entity) and specimen of their signatures: for foreign private entities passport copy alongside with certified translation to one of the official languages in B&H by the certified court translator, except documents issued in official languages used in B&H or basic identification information in English language.
  - For each private entity for which it is determined, by the insight into the registry Excerpt, to own more than 20% of ownership shares, it is necessary to deliver identification document copy with the picture alongside with certified translation to one of the official languages in B&H by the certified court translator, except documents issued in official languages used in B&H or basic identification information in English language. If the owner of the non-resident legal entity is other legal entity, fully or partially (20% or more), registration document for this legal entity is necessary, in order to obtain information on indirect ownership of private entities, and if such exist it is necessary to obtain their identification documents in the same way.
9. Power of attorney verified and stamped by the competent body for one-time disposal of funds in the account (only if the matter is the other entity that is not mentioned in the application for bank account opening)
10. Work permit if it is necessary for certain business activity

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## 1.2.2 For representative offices of foreign legal entities, humanitarian organization accounts, foreign associations, foundations and international organizations with special status

1. Registry excerpt from the country in which the non-resident legal entity has registered headquarters /not older than 6 weeks/ or if the entity is founded in the country in which there is no such registry, other valid foundation document, in the accordance with the country regulations in which the entity has headquarters based on which the legal form of non-resident and date of its foundation can be determined. The document cannot be older than 6 weeks. Document should be original and translated by the certified court translator to one of the official B&H languages. Instead of the original copy, certified copy can be accepted or the excerpt from the competent body's registry certified by the competent bodies in RS, or notary in case the bank account is being opened in the Federation of B&H. In this case, the insight date into the registry has to be noted in the notary's certification not older than 6 weeks. The document has to be in its original copy and certified translation to one of the official languages in B&H;
- or
2. Excerpt from law, or other regulation, if the non-resident account is being opened on this basis; or
3. Excerpt from the competent ministry registry not older than 6 weeks
4. Decision or other foundation Act in B&H
5. Tax Authority confirmation that the non-resident is enrolled into the non-resident Tax Authority registry, tax number for non-resident (UIN). Confirmation cannot be older than 15 days.
6. Notification of the competent Institute for statistics on classification by activities
7. Deposited signatures card for individuals authorized for warrant signatures for the purpose of fund disposal from the account signed by the responsible individual of the representative office
8. Certified passport copies and registration of residence not older than 6 (six) months of the legally authorized individual for representation of the legal entity /responsible individual for representative office and individuals authorized for fund disposal in the account. If documents are not in one of the official languages in B&H, certified translation to one of the official languages in B&H by the certified court translator is necessary, except documents issued in official languages used in B&H or basic identification information in English language
9. Power of attorney certified by the competent body for one-time disposal of funds in the account (only if the matter is the other entity that is not mentioned in the application for bank account opening)
10. Statement by the authorized non-resident individual regarding non-existence of the account for which there is a ban on disposal of funds

11. Passport copies from actual owners (all documents that are not in one of the official languages in B&H, certified translation to one of the official languages in B&H by the certified court translator is necessary, except documents issued in official languages used in B&H or basic identification information in English language).
12. If, from the previously mentioned documentation, it is not possible to determine actual owners, it is necessary to deliver documentation from which this information will be visible, otherwise ask for authorized individual statement about actual owners

### 1.2.3 For embassies, foreign diplomatic and consular representative offices

1. Registry excerpt from the competent authority in B&H
2. Deposited signatures card for individuals authorized for warrant signatures for the purpose of fund disposal from the non-resident account signed by the responsible individual of the representative office or consulate
3. Certified photocopies of passports of the diplomatic representative or consular representative and individuals authorized for account disposal
4. Certified confirmation copy of tax registration,
5. Tax registration confirmation (Unique identification number) by the Tax Authority of FB&H/RS. Identification number confirmation cannot be older than 15 days.
6. Power of attorney certified by the competent body for one-time disposal of funds in the account (only if the matter is the other entity that is not mentioned in the application for bank account opening)
7. Statement by the authorized non-resident individual regarding non-existence of the account for which there is a ban on disposal of funds  
office or consulate
3. Certified photocopies of passports of the diplomatic representative or consular representative and individuals authorized for account disposal
4. Certified confirmation copy of tax registration,
5. Tax registration confirmation (Unique identification number) by the Tax Authority of FB&H/RS. Identification number confirmation cannot be older than 15 days.
6. Power of attorney certified by the competent body for one-time disposal of funds in the account (only if the matter is the other entity that is not mentioned in the application for bank account opening)
7. Statement by the authorized non-resident individual regarding non-existence of the account for which there is a ban on disposal of funds



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## For international organizations with the special status

International mission that acts based on the international act for the purposes of opening the non-resident bank account in the Federation of B&H files the application from which the full name of the international act based on which it operates can be seen. Alongside with the application, international mission accreditation at the competent authority in B&H confirmation is to be enclosed, and deposited signatures card of individuals authorized for disposal of funds in the non-resident account verified by the responsible individual of foreign mission.



