

Identification and updating of customer data in the branch office

With the update, you will be helped by a banker who will fill in the so-called KYC questionnaire (an abbreviation of Know your customer)

What documents you will need to successfully update your data:

- **An identity card**, where a scan will be taken on the spot with your knowledge
- If your **citizenship or permanent residence is in at least one of the high-risk third countries**, it is also necessary to provide a document proving the source of the funds, i.e. a typically valid employment contract stating the specific amount of income, wage assessment, tax return for the last accounting period. A scan will be taken on site.
- **A document proving your relationship to the Czech Republic** (except for a citizen of the Republic of Poland or the Slovak Republic), when a scan will be taken on the spot. Such a document is:
 - Permanent residence permit in the Czech Republic
 - Permit/certificate of temporary residence in the Czech Republic
 - For clients from Ukraine, valid visa issued for the purpose of toleration, valid visa issued for the purpose of temporary protection, confirmation of electronic registration for the extension of temporary protection
 - Long-term residence permit in the Czech Republic issued for the following purposes: family reunification, resident of another EU Member State, studies, protection in the territory, scientific research, employee card (blue card), intra-company employee transfer card, intra-company employee transfer card of another EU Member State, investment, toleration of residence in the Czech Republic, long-term residence permit issued by the Ministry of Foreign Affairs
 - Current confirmation of study in the Czech Republic for the current or upcoming academic / school year, while in the first year it is also possible to accept a confirmation of admission to study
 - Employment contract, agreement to perform work, or other type of employment contract or agreement on a future employment contract with a place of performance in the Czech Republic, or a confirmation of employment in the Czech Republic, signed by the employer
 - An insured person's card issued by a Czech health insurance company in accordance with Act No. 48/1997 Coll., on public health insurance, as amended
 - Document „Confirmation of Fulfilment of Conditions for Issuance of a Long-Term Residence Permit in the Czech Republic - Employee Cards“ issued by the OAMP MVCR
 - Asylum seeker card or subsidiary protection holder or applicant for international protection in the Czech Republic
 - Extract from the Commercial Register, proving that the client is a statutory body, the beneficial owner of a legal entity with its registered office in the Czech Republic, while this legal entity must also be accompanied by proof of business activity in the Czech Republic, i.e. existing business partners, buyers of goods, services in the Czech Republic (invoices, contracts), but it does not matter whether this legal entity is/is not a client of Česká spořitelna, a.s.
 - Confirmation of old-age (retirement)/disability/widow's/orphan's pension in the Czech Republic
 - Extract from the Land Register proving the ownership of real estate in the Czech Republic
 - Extract from the Trade Licensing or Similar Register of the Czech Republic
 - A card issued by the Ministry of Foreign Affairs of the Czech Republic to accredited members of diplomatic missions and consular representations and their family members pursuant to [Article 20 par. 2 of Regulation \(EU\) 2016/399 of the European Parliament and of the Council](#)
 - A marriage certificate confirming the conclusion of a marriage with a citizen of the Czech Republic or with a person who is not a citizen of the Czech Republic, but has a permanent / long-term / temporary residence permit in the Czech Republic or proves the relationship to the Czech Republic according to one of the methods, see above
 - The child's birth certificate, which proves the family relationship between the parent and the child, while the parent is expected to prove the relationship in one of the ways see above