

**NEOPHODNA DOKUMENTACIJA ZA USPOSTAVLJANJE POSLOVNE SARADNJE/OTVARANJE  
RAČUNA– REZIDENTI**

**(pravna lica, preduzetnici i ogranak stranog pravnog lica)**

NECESSARY DOCUMENTATION FOR ESTABLISHING OF BUSINESS

COOPERATION/ACCOUNT OPENING – RESIDENTS

(legal entities, entrepreneurs and branches of foreign legal entities)

	<b>Dokument/ Document</b>	<b>Oblik dokumenta/ Form of document</b>
<input type="checkbox"/>	<b>Zahtev za uspostavljanje poslovne saradnje/otvaranje računa domaćeg pravnog lica na obrascu Raiffeisen banke</b> Raiffeisen bank application form for establishing of business cooperation/ account opening - residents	<b>Original/ Original</b>
*	<b>Karton deponovanih potpisa na obrascu Raiffeisen banke – 2 primerka</b> Specimen signatures on Raiffeisen bank form – 2 samples	<b>Original/ Original</b>
*	<b>Ugovor o otvaranju i vođenju dinarskog/deviznog računa – 2 primerka</b> Contract for the opening and maintaining of the dinar/foreign currency account – 2 samples	<b>Original/ Original</b>
<input type="checkbox"/>	<b>Izvod iz nadležnog registra koji nije stariji od 6 nedelja od dana izdavanja, osim za klijente koji se registruju u Agenciji za privredne registre ili</b> <b>akt nadležnog organa o osnivanju, 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;</b>  Excerpt from the Companies Register, not older than 6 weeks from the date of issue, except for clients registered in the Serbian Business Registers Agency or decision of incorporation from competent authority (if the registration of the client is not required, and if the client is incorporated directly based on the law, or a copy of the law if registration is not prescribed for the client which was incorporated by the law).	<b>Original ili overena kopija dokumenta na uvid/  Original or certified copy of the document to be presented</b>
<input type="checkbox"/>	<b>Izvod iz zvaničnog registra stvarnih vlasnika</b> Excerpt from the official beneficial owners registry	<b>Original ili overena kopija dokumenta/ Original or Certified copy</b>
*	<b>Potvrda o poreskom identifikacionom broju – PIB (osim za klijente koji su registrovani u Agenciji za privredne registre Republike Srbije)</b> Certificate of tax identification number (except for clients registered in the Serbian Business Registers Agency).	<b>Kopija/ Copy</b>
<input type="checkbox"/>	<b>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)</b> Signatures of legal representatives (OP form) certified by a competent body or signatures of legal representatives not certified by a competent body, accompanied by the document "Employee Confirmation"	<b>Original ili overena kopija dokumenta na uvid/ Original or certified copy of the document to be presented</b>

	(signature of the legal representative affixed in the presence of the bank officer).	
<input type="checkbox"/>	<b>Lična karta zastupnika, punomoćnika ili prokuriste</b> ID card of authorized representative, attorney or procurator	<b>Kopija uz original na uvid/</b> Copy and original to be presented
*	<b>Lične karte lica koja su ovlašćena za raspolaganje sredstvima po računu</b> ID card of persons authorized for disposal of the assets from the account	<b>Kopija/</b> Copy
<input type="checkbox"/>	<b>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.</b> Statement of the client for establishing the status of the official – fulfilled by beneficial owner or Statement for establishing the status of the official of the beneficial owner(s) - fulfilled by legal representative. If the statement is fulfilled by legal representative for beneficial owner who is an official - written authorization (power of attorney) certified by a public notary is obligatory	<b>Original/</b> Original
*	<b>Izjava za osiguranje depozita – 2 primerka (samo za mala i srednja pravna lica)</b> Statement of Deposit Insurance – 2 copies (only for small and mid market )	<b>Original/</b> Original
*	<b>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 )</b> 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)	<b>Original/</b> Original
*	<b>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.</b> 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 account funds, issued by the client and certified by a public notary, as well as identification documents.	<b>Punomoćje - original ili overena kopija/</b> Power of attorney - original or certified copy
<b>DOKUMENTACIJA ZA UTVRĐIVANJE VLASNIČKE STRUKTURE</b> DOCUMENTATION FOR THE DETERMINATION OF THE OWNERSHIP STRUCTURE		

<p><input type="checkbox"/> <b>Za svako pravno lice u vlasničkoj strukturi potreban je izvod iz Agencije za privredne registre ili drugog nadležnog državnog organa, koji nije stariji od 3 meseca od dana izdavanja.</b> For each legal entity in the ownership structure, it is necessary to enclose an excerpt from the Serbian Business Registers Agency or other competent state authority, not older than 3 months from the date of issue.</p> <p><b>Ukoliko iz navedene dokumentacije nije moguće utvrditi neophodne podatke o vlasničkoj strukturi potrebno je priložiti :</b></p> <ul style="list-style-type: none"><li>- <b>akt o osnivanju/statut ili drugi dokument iz kojih se mogu utvrditi neophodni podaci i</b></li><li>- <b>izjavu potpisanu od strane zastupnika klijenta kojom potvrđuje validnost podataka iz priloženog dokumenta.</b></li></ul> <p>If the above documents are not sufficient to determine the necessary data of the ownership structure, it is necessary to submit:</p> <ul style="list-style-type: none"><li>- Incorporation act, Articles of Association or other document to determine the necessary data of the ownership structure and</li><li>- Ownership statement signed by legal representative, which confirms the validity of data from the attached documents.</li></ul> <p><b>Ovaj postupak ponoviti dok se ne dođe do stvarnih vlasnika – fizičkih lica.</b> Repeat this procedure until the beneficial owners are identified.</p> <p><b>Pod stvarnim vlasnikom se podrazumeva:</b></p> <p><b>(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;</b></p> <p><b>(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;</b></p> <p><b>Stvarni vlasnik lica stranog prava (npr: trust, anonimno društvo i sl.) je osnivač, poverenik, zaštitnik, korisnik ako je određen, kao i lice koje ima dominantan položaj u upravljanju licem stranog prava;</b></p> <p>The term beneficial owner means:</p> <p>(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;</p> <p>(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;</p>	<p><b>Original ili overena kopija dokumenta na uvid/ Original or certified copy to be presented</b></p> <p><b>Prevod: original ili overena kopija dokumenta na uvid/ Translation: original or certified copy to be presented</b></p>
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	<p>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;</p> <p><b>Neophodni podaci za stvarnog vlasnika su: ime i prezime, datum i mesto rođenja i prebivalište ili boravište (grad i država).</b> The required data for the beneficial owner include name and surname, place and date of birth and residence address (place and country).</p> <p><b>Ukoliko se pravno lica kotira na berzi, podatak o berzi na kojoj se kotira.</b> If a legal entity is listed on the stock exchange, it is necessary to specify the respective stock exchange where it is listed.</p> <p><b>Ukoliko iz objektivnih razloga nije moguće utvrditi podatke koji nedostaju iz gore navedene dokumentacije, ti podaci se mogu utvrditi na osnovu posebne pisane izjave zastupnika i stvarnog vlasnika klijenta.</b> The data that cannot be obtained for objective reasons in such manner shall be obtained from ownership statement signed by legal representative and beneficial owner of the customer.</p>	<p>Original/ Original</p>
<input type="checkbox"/>	<p><b>Ukoliko je klijent identifikovan preko trećeg lica, potrebno je priložiti obrazac za identifikaciju klijenta preko trećeg lica.</b> If the client is identified through a third party, it is necessary to enclose the form "Identification through Third Parties".</p>	<p>Original/ Original</p>

**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 (\*)