



BRANCH <input type="text"/>	Client ID number <input type="text"/>	ID no. of client / REMARK <input type="text"/>
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(filled in by authorized SB employee)

## APPLICATION

### for client identification/revision – legal entities

RESIDENT     NON-RESIDENT

#### 1. GENERAL CLIENT INFORMATION

Full name <input type="text"/>	Short name <input type="text"/>
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Tax number <input type="text"/>	ID number <input type="text"/>	Country of original jurisdiction where the client is registered <input type="text"/>
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RESIDENT: Address in RM <input type="text"/>	City <input type="text"/>	Country <input type="text"/>	Telephone in RM <input type="text"/>	Fax in RM <input type="text"/>
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NON-RESIDENT: Address in resident country <input type="text"/>	City <input type="text"/>	Country <input type="text"/>	Telephone in resident country <input type="text"/>	Fax in resident country <input type="text"/>
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Number of document within the appropriate register in which the legal entity is registered (provided there is such a register in the country where the legal entity is registered). In lack of such a number, the date of the document issuing should be stated <input type="text"/>	Date of recording in the Register (date of constitution of the legal entity) <input type="text"/>
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Decision by a special registering institution for a license for certain activities or a license (exchange operations, leasing, games of chance, insurance, fast money transfer) (in case the legal entity activity requires a special license/ license according to the applicable legal regulation) <input type="text"/>	a) yes (fill-in cells <b>I</b> and <b>II</b> below) <input type="text"/>
	b) no (continue to <b>III</b> ) <input type="text"/>

<b>I.</b> Issuing authority of the document / Name of the institution <input type="text"/>	<b>II.</b> Date of issuing of the license / permission <input type="text"/>
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<b>III.</b> Principal activity <input type="text"/>	<b>IV.</b> Code of activity <input type="text"/>
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(circle the number of activity)

1. public administration    2. education    3. agriculture    4. health care    5. industry and construction    6. trade    7. accounting, information technology and telecommunications  
 8. traffic    9. sports, art and culture    10. enforcers    11. lawyers    12. notaries    13. tourism and catering    14. financial mediation and banks    15. economic & legal consulting  
 16. international organizations    17. self-employed person    18. non-government organizations    19. casinos, betting offices, games of chance

20. other <input type="text"/>
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TYPE OF CLIENT: 1. sole proprietorship limited liability company    2. Limited liability company    3. Joint-stock company    4. Public company    5. State owned    6. Association of Citizens 7. Sole proprietor    8. Other <input type="text"/>
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SIZE OF COMPANY / LEGAL ENTITY: 1. micro    2. small    3. medium    4. large (before answering please read the additional explanation given on the back page so that you can give correct answer) <input type="text"/>	Number of employees (current situation)* <input type="text"/>
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#### 2. OTHER CLIENT DATA

E-mail address* <input type="text"/>	Web page* <input type="text"/>
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CAPITAL RELATED ORGANIZATIONS / LEGAL ENTITIES WITH SHARE EQUAL TO OR HIGHER THAN 20% OF THE CAPITAL <input type="text"/>
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OWNERS OF SHARES INDIVIDUALS WITH SHARE EQUAL TO OR HIGHER THAN 20% OF THE CAPITAL	
Name and Last name <input type="text"/>	Address <input type="text"/>
PRN <input type="text"/>	ID No./passport No. <input type="text"/>
	Issued by <input type="text"/>

BANK PRODUCTS / SERVICES TO BE USED*
1. MKD account    2. Foreign currency account    3. Credit card    4. Loan    5. Letter of credit    6. Letter of guarantee    7. Safe-deposit box    8. Other 9. other causes for the purpose of the business relationship <input type="text"/>

REALIZED ANNUAL INCOME IN THE LAST YEAR (IN EUR)
1. up to 400.000 euro    2. from 400.000 to 4.000.000 euro    3. above 4.000.000 euro
*As per the results of the analysis of the established business relationship with the client, the Bank reserves the right to additionally require financial statements of the legal entity's operations

EXPECTED BUSINESS RELATIONSHIPS WITH CLIENTS FROM THE FOLLOWING COUNTRIES
1. Macedonia    2. USA    3. Canada    4. EU    5. Australia / New Zealand    6. Japan    7. Russia    8. Pakistan    9. Uzbekistan    10. Turkmenistan    11. Azerbaijan    12. Moldavia    13. Korea 14. The Bahamas    15. African Countries    16. Gibraltar    17. Cayman Islands    18. Iran    19. British Virgin Islands    20. Panama    21. China    22. Cyprus    23. Burma/ Sao Tome and Principe 24. Other <input type="text"/>

Manager (name and surname) <input type="text"/>	Address <input type="text"/>
Personal Registration Number <input type="text"/>	No of ID / No. of passport <input type="text"/>
	Issuing authority <input type="text"/>
Manager (name and surname) <input type="text"/>	Address <input type="text"/>
Personal Registration Number <input type="text"/>	No of ID / No. of passport <input type="text"/>
	Issuing authority <input type="text"/>
Manager (name and surname) <input type="text"/>	Address <input type="text"/>
Personal Registration Number <input type="text"/>	No of ID / No. of passport <input type="text"/>
	Issuing authority <input type="text"/>
Manager (name and surname) <input type="text"/>	Address <input type="text"/>
Personal Registration Number <input type="text"/>	No of ID / No. of passport <input type="text"/>
	Issuing authority <input type="text"/>

**THE BANK RESERVES THE RIGHT TO REJECT THE APPLICATION WITHOUT ADDITIONAL CLARIFICATION**

**Important notice:** The application is considered as completed if all the required information is included, for which verification is done by an authorized Bank employee who is establishing / revising the business relation with the client.

Authorized person for opening/operating with the account:

Authorized person (name and surname)	Address	
Personal Registration Number	No of ID / No. of passport	Issuing authority
Authorized person (name and surname)	Address	
Personal Registration Number	No of ID / No. of passport	Issuing authority
Authorized person (name and surname)	Address	
Personal Registration Number	No of ID / No. of passport	Issuing authority
Authorized person (name and surname)	Address	
Personal Registration Number	No of ID / No. of passport	Issuing authority

### 3. CLIENT'S CONSENT:

By signing this Application I/we herewith confirm that:

- the data stated above are correct;
- in case of change of statutory data I/we shall notify the Bank within 3 working days from the occurrence of the change. Otherwise, each delivery by the Bank to the Client shall be considered as properly facilitated on the address stated herein;
- I/We agree my personal data stated in this application to be registered, processed and updated for the needs of the Bank and, if needed, the Bank to transfer my personal data to other EU or EEA member-countries or other countries which are not members of EU or EEA, upon prior approval for transfer of personal data by the Office for personal data protection;
- I/we am/are informed that the above stated data are business secret according to the Banking Law and other applicable regulations;
- The Bank reserves the right to require other client data with reference to the established business relationship;
- I/we am/are informed and agree that the Bank reserves the right to reject establishing of business relationship;
- I/we am/are informed and agree that the Bank reserves the right to terminate the business relationship with the client at any time;
- I/we am/are informed about the provisions on establishing business relationships with the bank and I accept these in their entirety.

#### \*data that are not mandatory

#### Additional explanation (size of company / legal entity):

- A micro-sized commercial entity shall be a commercial entity that, in each of the last two accounting years, or in the first year of its operations, met the following two criteria:
  - the average number of employees, based on the number of their full-time working hours, is up to 10 employees; and
  - the gross annual revenue acquired from any source does not exceed EUR 50,000 in MKD counter-value;
- A small-sized commercial entity shall be a commercial entity that, in each of the last two accounting years, or in the first year of its operations, has met at least two of the following criteria:
  - the average number of employees, based on the number of their full-time working hours, is up to 50 employees;
  - the annual income is less than EUR 2,000,000 in MKD counter-value, and the total turnover is less than EUR 2,000,000 in MKD counter-value;
  - the average value (at the beginning and at the end of the accounting year) of the total assets is less than EUR 2,000,000 in MKD counter-value.
- A medium-sized commercial entity shall be a commercial entity that, in each of the last two accounting years, or in the first year of operations, has met the first criteria and at least one of the second or third of the following criteria:
  - the average number of employees, based on the number of their working hours, is up to 250 employees;
  - the annual income is less than EUR 10,000,000 in MKD counter-value; or
  - the average value (at the beginning and at the end of the accounting year) of the total assets is less than EUR 11,000,000 in MKD counter-value.
- Commercial entities, which are not classified as small or medium-sized commercial entities shall be treated as large commercial entities. In case of the inability to classify the commercial entities in paragraph 2 and 3, i.e. when each of the three criteria is different, the commercial entities shall be classified as medium-sized commercial entity. In case of the inability to classify the commercial entities in paragraph 1, i.e. when the two criteria are different, the commercial entities shall be classified as small-sized commercial entity.

### STATEMENT ON BENEFICIAL OWNER

I (name and surname) \_\_\_\_\_ with PRN \_\_\_\_\_ and residence at \_\_\_\_\_

act as an authorized person for opening /updating the account of the below mentioned company, on the position of \_\_\_\_\_ in the Company:

Full name \_\_\_\_\_ Address \_\_\_\_\_ Tax number \_\_\_\_\_

In order to establish business relationship with the Bank, I herewith declare that the beneficial owner/s (\*\*please look at the explanation stated below) is/are:

#### Private individuals:

	Name and Surname	PRN	Passport no / ID card No	Address	Politically Exposed Person <input type="checkbox"/> Yes <input type="checkbox"/> No
1.					
2.					
3.					
4.					

#### 1) \*\* Beneficial owner of a legal entity is:

- Natural person (persons) who is owner of the legal entity or controls the legal entity by direct ownership of sufficient percentage of stocks, shares, including also bearer shares or voting right or other rights in the legal entity;
  - Natural person (persons) who controls the legal entity by indirect ownership of sufficient percentage of stocks, shares, including also bearer shares or voting right or other rights in the legal entity; or
  - Natural person (persons) who otherwise exercises control on the legal entity.
- 2) Indicator of direct ownership is the possession of over 25% of stocks, voting rights or other rights in the legal entity or the ownership of 25% plus one share.
- 3) Indicator of indirect ownership is the possession or control of natural person (persons) over one or several legal entities that individually or jointly possess over 25% of stocks or 25% plus one share.
- 4) If by implementing the items 1 and 2 of paragraph (1) hereinabove cannot be identified the natural person/s as beneficial owner/s or if the bank is not sure that the natural person/s identified in accordance with items 1 and 2 of paragraph (1) hereinabove is/are beneficial owner/s, in such cases as beneficial owner/s is/are considered the person/s identified by implementing item 3 of paragraph (1) hereinabove.

#### Beneficial owners of other legal entities

- A) Beneficial owner of domestic and foreign associations and their unions, foundations, institutions, chambers, labor unions, political parties, cooperatives, religious groups or other organizations in which the share in management on the basis of ownership share in the capital cannot be identified, shall be considered every natural person who is authorized to represent them or the natural person who holds control position in managing the organization property.
- B) Beneficial owner of legal arrangement is each natural person who is:
- Founder;
  - Agent
  - Manager/s (if any);
  - Beneficiary or a group of beneficiaries of the managed property under condition the future beneficiaries to be identified or to be possible to identify them;
  - Natural persons who perform functions identical or similar to ones referred to in items 1, 2, 3, and 4 of item b; and/or
  - Other natural person who by direct or indirect ownership or otherwise exercises control over the legal arrangement.
- C) Beneficial owner of sole proprietor or of self-employed persons is a natural person registered for performing the activity and who is concurrently the only authorized representative.
- D) Beneficial owner of government-financed institution is a head of the government-financed institution.

#### Exceptions in reference to identification of the beneficial owner

The Bank is not obliged to identify and verify the identity of beneficial owner if the client is legal entity whose securities are listed in the domestic or foreign stock exchange of securities from countries that satisfy the international AML/CTF standards or which data on beneficial owners are transparent and publicly accessible.

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**\*\* Definition of holders of public function and/ or persons connected with them in accordance to the applicable current regulations in RM:**

**"Holders of public functions"** are natural persons who are or have been entrusted with public functions in the Republic of Macedonia or in another country, such as:

- a) presidents of states and governments, ministers and deputy or assistant ministers,
- b) elected representatives in legislative bodies (members of parliament),
- c) judges of Supreme Courts of Constitutional Courts or other bearers of high judicial functions against which decision/verdict, excluding the exceptional cases, legal remedies cannot be used,
- d) members of management boards of supervisory or regulatory bodies and agencies, state auditing institution, and board members of a Central Bank,
- e) ambassadors,
- f) high ranking officers in the armed forces (ranks higher than colonel),
- g) elected and appointed persons pursuant to Law and members of management and supervisory boards of state owned enterprises
- h) persons with functions in political parties (members of political party executive bodies),
- i) persons currently at or previously at outstanding function in international organization, such as: managers, deputy managers, members of management and supervisory boards or other equivalent functions, and
- j) mayors and chairpersons of municipality councils.

Persons shall be considered holders of public functions as referred to in items a) to j) for at least two years after the cessation of the public function, and on the basis of a previously carried out risk assessment by the entities.

The term "holders of public functions" shall also cover:

1) Family members of the holder of public function, as follows:

- marital partner or a person with whom the holder of the public function lives in communion,
- children and their spouses or persons with whom the children of the holder of public function live in communion, or
- parents of the holder of public function.

2) Person who is considered to be close associate with the holder of public function is natural person:

- who is known to have joint legal or beneficial ownership over the legal entity, has concluded agreements or has established other close business links with the holder of public function, or
- who is the only beneficial owner of the legal entity or legal arrangement which is known to be incorporated on behalf of the holder of public function.

**Notice:**

- 1) In case of changing the ownership and management structure of the Company, it is obliged to inform the Bank in short notice about the changes regarding the beneficial owner and to submit to the Bank a new Statement with updated data, within 15 days from the change.
- 2) According to my/our findings, the abovementioned persons are not involved in any kind of illegal activities.
- 3) The data in this Statement are given under full material and criminal responsibility, and by this signature, I hereby confirm that the same are accurate and complete.

Place and date:

Seal

Signature of the authorized person

**TO BE FILLED IN BY THE BANK**

The request is received and checked by:	Signature of the Bank official:	Position:
Date:	Branch:	

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