



PANCRETA BANK

**Guide to the
Presentation of Legitimizing
Documents**

**MARITIME COMPANY
(GREEK LAW 959/79)**

Version: 1/10.05.22



A. If you are a New Customer

1. **An official copy of the original company agreement/articles of association and any amendments thereto** (if any) with the stamp of its/their registration in the relevant Register of the Ministry of Shipping and Insular Policy.
2. **Minutes of the General Meeting of Shareholders on the election of the Board of Directors**, signed by the competent officers in accordance with the Articles of Association, as an "exact extract" with the stamps of its registration in the relevant Register of the above Ministry.

In the event that interim directors have been elected to the Board of Directors, the minutes of the General Meeting that ratified the election or announced the election of the directors at the General Meeting must be submitted.

3. **Minutes of the Board of Directors, signed by the competent officers, according to the Articles of Association, indicating the names of the attending and non-attending invited members, on the constitution of the Board as a body, including a decision to authorize the persons designated according to the Articles of Association to carry out the financial transactions of the company, with the stamps of its registration in the relevant Register of the above Ministry.**
4. **A recent certificate from the Ministry of Shipping and Insular Policy containing a summary of the company's status** (incorporation, amendments, term, board members, representation, etc.).

B. For the renewal of a company's legitimating documents

1. **Minutes of the General Meeting of Shareholders on the election of the Board of Directors**, signed by the competent officers in accordance with the Articles of Association, as an "exact extract" with the stamps of its registration in the relevant Register of the above Ministry.
2. **Minutes of the Board of Directors, signed by the competent officers, according to the Articles of Association, indicating the names of the attending and non-attending invited members, on the constitution of the Board as a body, including a decision to authorize the persons designated according to the Articles of Association to carry out the financial transactions of the company, with the stamps of its registration in the relevant Register of the Ministry of Shipping and Insular Policy.**
3. **A recently dated Certificate of the Ministry of Shipping and Insular Policy** containing a summary of the company's status (incorporation, amendments, term, board members, representation, etc.).
4. **A recently dated declaration, signed by the legal representative of the company**, indicating the names or surnames of the company's shareholders, the shares held by each shareholder and their exact equity interest (in percentage) in the share capital, as of the date of submission of the company's legitimating documents, otherwise an exact recent copy, from the company's Register of Shares.

If there are amendments to the company's Articles of Association, these must also be submitted bearing the stamp of their entry in the relevant register.

C. Other documents

(To be presented in cases of both verification and renewal of legitimating documents)

1. A recent declaration by the legal representative of the individual(s) who is/are the beneficial owner(s) of the shares/stock (a relevant template is provided by the Bank).
2. A declaration of the legal representative regarding the legal status of the company (a relevant template is provided by the Bank).
3. The income tax return filed, including the filing report and the tax payment note.
4. With regard to the individuals associated with the company in the capacity of a) legal representative, b) partners and c) beneficial owner, the necessary identity documents must be submitted for identity confirmation and verification purposes.



5. If other legal entities participate as partners in the legal entity, the corresponding documents depending on their legal form must also be submitted.

Where a recent document is required, this must have been issued no more than three months prior to its submission to the Bank.

After reviewing the documents presented, the Bank may request any additional documents deemed necessary for the completion of the procedure.