



**PANCRETA BANK**

## **Guide to the Presentation of Legitimizing Documents**

**CYPRUS COMPANIES**

Version : 1/10.05.22



The documents listed below are to be submitted in official copies in accordance with the provisions of the Hague Convention (Apostille, only required for private documents) and in an official translation into Greek (if the originals are drafted in English).

#### **A. If you are a New Customer:**

1. **Certificate of Incorporation from the Cyprus Registrar of Companies.**
2. **The company's Memorandum and Articles of Association (with any amendments thereto), certified by the Cyprus Registrar of Companies.**
3. **A recent Certificate of Shareholders issued by the Cyprus Registrar of Companies.**
4. **A recent Certificate issued by the Cyprus Registrar of Companies listing the current Directors of the company.**
5. **A recent Certificate of Good Standing issued by the Cyprus Registrar of Companies, stating the company's current registration status in the Cyprus Registrar of Companies.**
6. **Recent Minutes of the Board of Directors/Managers/Managing Director – according to the template provided by the Bank – or Power of Attorney to the company's representative in Greece concerning the opening of a bank account and banking transactions, otherwise, Minutes of the Board of Directors/Managers/Managing Director or Power of Attorney to the company's representative in Greece concerning the opening of a bank account and banking transactions accompanied by a statement that it remains valid.**
7. **If the company belongs to a group of companies, a recent document must be submitted indicating the structure of the group.**
8. **If a shareholder is a foreign legal entity, a recent Certificate of Shareholders from the competent Register of Companies or Beneficial Ownership of the company's country of establishment must be submitted.**
9. **Especially with regard to gaming operators, payment institutions, electronic money institutions and other financial institutions or their representatives that are subject to the supervision of competent authorities (regulated firms), a decision of the competent supervising Authority regarding the granting of an operation licence or the registration of the company in the relevant Register of Regulated Firms will need to be submitted.**
10. **It is noted that in any case where the company maintains or establishes a BRANCH in Greece, the following documents must be submitted, in addition to the above:**
  - **The Official Journal issue where notice of the company's establishment licence/approval in Greece was published or the notice of registration in the General Commercial Registry (GEMI) of said establishment licence/approval in Greece.**
  - **The Official Journal issue where notice of the company branch's representation was published or the notice of registration in the General Commercial Registry (GEMI) of said branch representation.**

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

1. **A recent Certificate of Shareholders issued by the Cyprus Registrar of Companies.**
2. **A recent Certificate issued by the Cyprus Registrar of Companies listing the current Directors of the company.**
3. **A recent Certificate of Good Standing issued by the Cyprus Registrar of Companies, stating the company's current registration status in the Cyprus Registrar of Companies, its Board of Directors etc.**



4. **Recent Minutes of the Board of Directors/Managers/Managing Director or Power of Attorney to the company's representative in Greece concerning banking transactions or Minutes of the Board of Directors/Managers/Managing Director or Power of Attorney to the company's representative in Greece concerning banking transactions accompanied by a statement that it remains valid, or declaration that the previously submitted Minutes of the Board of Directors/Managers/Managing Director or Power of Attorney remain valid.**
5. **Where the Articles of Association has been amended, the amendments must also be submitted.**
6. **If the company belongs to a group of companies, a recent document must be submitted indicating the structure of the group.**
7. **If a shareholder is a foreign legal entity, a recent Certificate of Shareholders from the competent Register of Companies or Beneficial Ownership of the company's country of establishment must be submitted.**
8. **Especially with regard to gaming operators, payment institutions, electronic money institutions and other financial institutions or their representatives that are subject to the supervision of competent authorities (regulated firms), a statement of the competent supervising Authority to the effect that the operation licence of the company has not be revoked or that the company has not been removed from the relevant Register of Regulated Firms will need to be submitted.**
9. **It is noted that in any case where the company maintains or establishes a BRANCH in Greece, the following documents must be submitted, in addition to the above:**
  - **The Official Journal issue where notice of the company's establishment licence/approval in Greece was published or the notice of registration in the General Commercial Registry (GEMI) of said establishment licence/approval in Greece.**
  - **The Official Journal issue where notice of the company branch's representation was published or the notice of registration in the General Commercial Registry (GEMI) of said branch representation.**

### **C. Other documents**

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

1. Declaration by the legal representative of the individual(s) who is/are the beneficial owner(s) of the shares/stock, i.e. identification of the individual(s) who ultimately own or control the company through the ownership or control, whether direct or indirect, of a sufficient percentage of the shares/stock or voting rights or other ownership rights of the company, including through shares in bearer form or through control by other means (a relevant template is provided by the Bank).
2. 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.
3. Solemn declaration signed by the legal representative concerning the legal status of the company (no modifications etc.) according to the template provided by the Bank.
4. If they are required to submit tax returns, the income tax return filed, including the filing report and the tax payment note.

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.