



PANCRETA BANK

Guide to the Presentation of a Company's Legitimizing Documents

OFFSHORE COMPANIES

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The documents listed below are to be submitted in official copies in accordance with the provisions of the Hague Convention (Apostille) and in an official translation into Greek.

Certificates issued in countries that have not acceded to the Hague Convention must be certified by the Greek consular authorities abroad or by the Greek Ministry of Foreign Affairs as to the authenticity of the signature of the foreign institution.

In the case of foreign legal entities, the name of the foreign legal entity and the details of the foreign individuals who are its beneficial owners must be indicated in Latin characters in the documents presented.

A. If you are a New Customer

- 1. The company's Articles of Association and any amendments thereto.**
- 2. The company's Certificate of Incorporation.**
- 3. A recent Certificate of Good Standing from the competent Register of Companies of the company's place of registration, including a unique identification number (Registration No).**
- 4. A recent Incumbency Certificate from the company's Secretary regarding the present Directors and officers of the Company and the manner in which they may bind the company.**
- 5. A recent Certificate of Shareholders from the company's Secretary, unless the shareholders are named in the previous certificate.**
- 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 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. 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 Good Standing from the competed Register of Companies of the company's place of registration, including a unique identification number (Registration No).
2. A recent Incumbency Certificate from the company's Secretary regarding the present Directors and officers of the company and the manner in which they may bind the company.
3. A recent Certificate of Shareholders from the company's Secretary, unless the shareholders are named in the previous certificate.
4. 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 banking transactions, otherwise, 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 a statement to the effect that the previously submitted Minutes of the Board of Directors/Managers/Managing Director or Power of Attorney remain in effect.

Where the Articles of Association has been amended, the amendments must also be submitted.

5. If the company belongs to a group of companies, a recent document must be submitted indicating the structure of the group.
6. If a shareholder is a 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.
7. 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 legitimating 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. 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.
3. 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.
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.