Sparkasse Bank dd BiH
Zmaja od Bosne 7
71000 Sarajevo Bosnia and Herzegovina
ID number: 4200128200006
Account number: 1990000000000023

INFORMATION ON IMPORTANT TERMS OF USE OF PAYMENT TRANSACTION SERVICES FOR LEGAL ENTITIES

The Bank opens accounts for clients based on requests, and establishes a contractual relationship based on presented and submitted documentation or based on regulations that impose the obligation to open accounts without the client's request.

Account types:

- Main account for regular operations. The client may have a Main Account opened in only one bank, which is declared in writing.
- Account for regular operations. The client may have only one account for regular operations in KM in the Bank.
- Account for the organizational part of the business entity. The client may have one account for each organizational part in the Bank.
- Foreign currency account. The client may open a foreign currency account only if it has an account in KM opened in the Bank for regular operations.
- Account for special purposes. The client may open multiple accounts for special purposes in accordance with needs or regulations.
- Account for collecting public revenues.
- Account of a business entity in bankruptcy (in accordance with the ZUPP for FBiH)
- Account of a business entity in the financial consolidation process (in accordance with the ZUPP for FBiH)

Contracting period:

For indefinite period. The possibility of unilateral termination of the contract can be used by both contracting parties with a notice period of 15/30 days depending on the type of contract and service, with the settlement of due obligations. In the event of failure to fulfill the obligations of either contracting party within the deadline for fulfillment, the notice period does not apply, as well as in case of termination of the contract based on positive regulations, etc. The contract may be terminated within different periods by agreement of the contracting parties, based on applicable regulations and decisions of competent institutions. The client can obtain additional information or a draft contract upon personal request at any branch of Sparkasse Bank dd BiH.

Other remarks:

The funds in the special purpose account are used for the purpose specified in the agreement. The funds in the account may be subject to enforced collection, in accordance with applicable regulations. Accounts or funds in the accounts may be exempt from enforced collection based on legal acts and bylaws or decisions of competent institutions. The client may obtain additional information or a draft account opening agreement upon personal request at any branch of Sparkasse Bank dd BiH.

DOCUMENTATION REQUIRED FOR OPENING OF AN ACCOUNT

Bank forms:

Request for Account Opening. As part of the request, the Client acknowledges the Information on the Processing of Personal Data and declares that they have no outstanding obligations related to public revenues, as well as that there are no accounts subject to measures restricting the disposal of funds.

Bank Information Sheet (IL), information form for depositors containing all important information on deposit protection provided by the Deposit Insurance Agency of Bosnia and Herzegovina (AOD)

Ownership structure diagram – only for those clients for whom it is not possible to determine the beneficial owner from the Decision.

Authorization of director/authorized person for persons who deposit cash into the account/issuer of orders/authorized persons to withdraw cash from the account.

Account opening agreement, Card of deposited signatures of persons authorized to sign orders for the purpose of disposing of funds from the account.

Documentation submitted by the client, for inspection, original document or certified copy:

Registration document in accordance with the form of organization. Court Registration Decision or a current extract from the Court Register not older than 3 months. For older documents, a confirmation from the competent Court stating that no changes have occurred in relation to the specific court decision submitted to the Bank, not older than 7 days.

Articles of Association or rules of operation of a business entity that is not registered in the court register (except for the Brčko District) or act of the competent body of the legal entity about establishment (Decision/Agreement) for legal entities that are registered in the court register.

Notification from the competent statistical office of FBiH on classification of the entity by activity (in RS and Brčko District it is an integral part of the registration decision).

Certificate of taxpayer registration JIB (in RS and Brčko District it is an integral part of the registration decision).

VAT number from Indirect Taxation Administration or a certified statement from an authorized person if not subject to the VAT system.

Copies of ID cards/passports and CIPS/PBA certificates for BiH citizens for persons from the card of deposited signatures, legal representatives from the founding documents, authorized persons for cash deposits/withdrawals/order issuers, direct and indirect owners and founders of the business entity (with an ownership share of 25% and above).
For non-resident individuals, a copy of the passport (if it is not issued in one of the official languages of BiH, translated by a certified court interpreter). For beneficial owners, a copy of the ID document without translation is sufficient.

Financial report for the last accounting period for which the report is submitted to the competent authorities or institutions. For newly established business entities, after submitting the first report.

Work license (special permit) if required to perform a registered activity.

The Bank reserves the right to request additional documentation from the Client, based on a risk assessment for individual clients, and in accordance with the form of registration of the business entity.

Receipt, processing and execution of payment orders in domestic payment system:		
Domestic payments can be made to another client within the Bank, a client of another domestic bank (GC and RTGS) and to settle a specific obligation of the client towards the Bank. The payment order processing process begins with the receipt of a payment order in paper or electronic form. The Bank is obliged to accept a payment order if it is completed in the prescribed manner and contains all the necessary elements for execution of the order. Orders will be executed only if they are issued in the prescribed form, the payer's account is not blocked and there are sufficient funds in the account to execute the order. If the conditions for execution of the order are not met, the Bank will return the order within 24 hours with a written explanation to the Client of the reason for return of the order.		
Order type:	**Order execution on the same day:**	**Order execution on the next business day:**
In-house orders received at the counter	Orders received by 12:00 p.m	Orders received after 12:00 p.m
CG orders received at the counter	Orders received by 12:00 p.m	Orders received after 12:00 p.m
RTGS/urgent orders received at the counter	Orders received by 3:00 p.m	Orders received after 3:00 p.m
Orders within the bank EBB	Always same day execution	n/a
CG Net/mBanking/Halcom	Signed order by 3:00 p.m	Signed order after 3:00 p.m
RTGS/urgent orders Net/mBanking/Halcom	Signed order by 3:30 p.m	Signed order after 3:30 p.m

Fees and costs:		
Account opening (KM and FX)	No fee	
Account maintaining (KM and FX), monthly:		
Average monthly balance of transaction accounts up to 1 million KM	15,00 KM resident account/50,00 KM non-resident account	
Average monthly balance of transaction accounts over 1 million KM	1,4% annually (0,117% monthly to the balance >1mil.)	
For independent entrepreneurs	17,00 KM resident account/50,00 KM non-resident account	
For non-profit organizations	30,00 KM resident account/50,00 KM non-resident account	
Sending of account statements, monthly:		
By email	1,50 KM	
By mail or by Fax	10,00 KM	
Use of the box	According to the contract	
Additional statements upon client's request	5,00 KM per statement	
Fee for maintaining inactive accounts, monthly	15,00 KM	
Closing an active account at the client's request	20,00 KM	
Closing an inactive account	10,00 KM	
Deposit to the account/withdrawal from the account:		
Cash deposit to account at the Bank's counter	0,10% (min. 3,00 KM – max. 6,00 KM)	
Cash deposit to account at the Cash Deposit Machine	1,00 KM per transaction	
Cash deposit to account at the Smart Cash Deposit Machine	1,00 KM per transaction	
Use of Smart Cash Deposit Machine	In accordance with the Business Cooperation Agreement with the client.	
Cash deposit to the account – Flat Rate	min. 15,00 KM – max. 200,00 KM	
Cash withdrawal from the account	0,20% (min. 3,50 KM – max. 150,00 KM)	
Payments in KM currency:		
Inflow to the account through local clearing from another domestic bank	No fee	
Domestic outflows at the counter:		
Payment from account to other clients in the Bank	3,00 KM	
CG for CORP/SME up to 100,00 KM	CORP/SME 3,50 KM	
CG for CORP/SME from 100,00 KM to 1.000,00 KM	CORP/SME 4,00 KM	
CG for CORP/SME over 1.000,00 KM	CORP/SME 5,00 KM	
RTGS/urgent orders and amounts > 10.000 KM for CORP/SME	7,00 KM	
CG for Micro up to 500,00 KM	4,00 KM	
CG for Micro over 500,00 KM	5,00 KM	
RTGS/urgent orders and amounts > 10.000 KM for Micro	8,00 KM	
Domestic outflows through electronic banking:	**Net/mBanking:**	**Halcom:**
Payment from account to other clients in the Bank	0,80 KM	1,00 KM
CG to 1.000,00 KM	1,30 KM	1,40 KM
CG over 1.000,00 KM	1,60 KM	2,00 KM
RTGS/ urgent orders and amounts > 10.000 KM	5,00 KM	5,00 KM
The above stated information is valid only as of the date of signing the information letter.		

Date, Place | *Name and Surname of Bank employee* | *Signature of Bank employee*

Name and Surname of the Client | *Client signature* | *Stamp*