

## **INSTRUCTIONS FOR COMPLETING THE BANKING FORM**

Before starting to complete this form, please ensure that you have all the necessary information and documentation available in order to complete the procedure correctly and efficiently.

This form is intended for the opening of a bank account. If the account is to be opened in the name of a **legal entity**, such as a **company** or a **foundation**, it is mandatory to also complete the section relating to the entity's details, legal representatives, authorized signatories, and the ultimate beneficial owner, in accordance with applicable KYC and AML regulations.

It is **mandatory** to provide a clear justification of the **source of funds** and the **initial capital**. The recommended option is to attach a **written declaration** describing the origin of the funds. This declaration must be submitted **in advance**, in order to allow for translation if required.

If the applicant does **not** have a tax return, it will still be necessary to provide a detailed explanation and supporting documentation showing how such income or capital is generated or has been obtained (for example: professional income, savings, investments, foreign income, etc.).

All fields should be completed accurately and in full. Incomplete, unclear, or inconsistent information may result in delays, requests for additional information, or rejection of the application.

In case of doubts or special situations, it is strongly recommended to request a **telephone consultation with the lawyer or one of our experts**.

To complete the KYC procedure, the following documents must be attached:



**Valid identification document (for domestic accounts) and passport (for all foreign accounts)**



**Utility bill showing your address or the legal entity's address (water, electricity, or gas)**



**Proof of the Beneficiary's income (tax return, employer's certificate, or bank statement supporting the income)**

# BANKING FORM

Full Name

Phone

Alternative phone

Email

Alternative email

Nationality

Tax identification number

Address

Tax residence (country)

Occupation / Profession (detailed description)

Please describe your profession or position in a specific manner, indicating for whom you work (e.g., administrative employee at *[full company name]*). Avoid generic terms such as "consultant" or "employee".

Marital status

Married

Single

Separated / Divorced

**PEP Declaration – Are you or any member of your family a Politically Exposed Person (PEP)?**

Yes

No

If yes, please provide details below (public office held, duration, and any other relevant information).

Type of bank account

Personal bank account

Company or foundation bank account

Currency

Source of funds

Purpose of the account

EUR

Personal savings

Commercial / Trade

USD

Commercial activity

Investments/Forex/Stock

Multi-currency

Loan

Savings

Initial deposit

Exact amount

Number of incoming transactions

Number of outgoing transactions

<b>Estimated monthly volume of incoming funds</b>	<b>Estimated monthly volume of outgoing funds</b>	
<b>Indicate the distribution of your clients, for example,: Spain 95%, Panama 5%</b>		
<b>Indicate the distribution of your suppliers, for example: China 80%, Slovenia 5%, USA 15%</b>		
Where possible, indicate the names of clients and suppliers (e.g., Amazon, Alibaba, Booking, etc.).		
<b>BANK ACCOUNT FOR COMPANY OR FOUNDATION</b>		
If the application concerns the opening of a bank account in the name of a company or a foundation, please also complete this section with the details of the legal entity, authorized persons or directors, and the ultimate beneficial owner.		
<b>Type of entity</b>		
	Company	
	Foundation	
<b>Country of incorporation</b>	<b>Registration number</b>	<b>Date of incorporation</b>
<b>Registered office address</b>		
<b>Operational address (if different)</b>		
<b>Full Name of the legal representative</b>		
<b>Nationality</b>	<b>Identification document (type and number)</b>	<b>Document expiration date</b>
<b>Full Name of the signatory</b>		
<b>Position / Role</b>		
<b>Type of signature</b>		
	Single signature	
	Joint signature (opening accounts with joint signature is slower)	
<b>Full Name of the second signatory (in case of joint signature)</b>		
<b>Position / Role</b>		

<b>Full Name of the ultimate beneficial owner</b>	<b>Percentage</b>
<b>Full Name of the second ultimate beneficial owner (if applicable)</b>	<b>Percentage</b>
<b>Full Name of the third ultimate beneficial owner (if applicable)</b>	<b>Percentage</b>
<b>Detailed description of the legal entity's activity</b>	
<b>Countries of operation</b>	
<b>Source of funds of the legal entity</b>	
<b>Estimated monthly volume of transactions</b>	
<b>REFERENCES</b>	
<b>Reference 1</b>	<b>Reference 2</b>
Lawyer	Lawyer
Bank	Bank
Accountant	Accountant
Commercial reference	Commercial reference
<b>Full Name of Reference No. 1</b>	<b>Full Name of Reference No. 2</b>
<b>Phone – Reference No. 1</b>	<b>Phone – Reference No. 2</b>
<b>Email – Reference No. 1</b>	<b>Email – Reference No. 2</b>
<b>Address</b>	<b>Address</b>
<b>Full Name of the Beneficiary</b>	
<b>Signature (as shown on the identification document)</b>	
<b>Date</b>	