

REQUIRED DOCUMENTATION TO CHANGE DATA ON SECURITIES HOLDER (edition dated: June 6,2013)

1. Authorized persons to submit request in person or via mail

- Security holder – **natural person**: in person or by an attorney, and in case that an issuer is applicant: authorized person according to the juridical decision
 - Security holder – **legal entity**: authorized person according to the juridical decision-in person or by an attorney, and in case that an issuer is applicant: authorized person according to the juridical decision
- Exception:** Only **issuers** are allowed to apply for changing holders' (domestic natural person) **KID** (temporary PIN).

2. Required documentation

2.1. DOMESTIC natural person:

In case that a holder's **attorney** is an applicant, a **proxy** verified by competent authority has to be attached to the application

To change/correct *name and/or surname*, the following documentation is required:

- Application for change/correction of name and/or surname has to be **signed by applicant and verified by an authority, in case of applying by mail**
- ID card for review (CIPS ID card) in case of applying in person,
- Marriage/birth certificate not older than three months (verified copy),
- Decision of the competent authority on the name or surname change, if this change is done by an authority (verified copy),
- Deposit slip in amount 5,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To change/correct *domicile address*, the following documentation is required:

- Application for change/correction of **domicile addresses** has to be **signed by applicant and verified by an authority, in case of applying by mail**
- ID card for review (CIPS ID card) in case of applying in person,
- Residency statement issued by a competent authority (verified copy)
- Deposit slip in amount 5,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To register or change *correspondence address*, the following documentation is required:

- Written **statement** signed by applicant and verified by an authority, in case of applying by mail. In case of in person applying, an application has to be signed in the presence of RVP employee, who should make an official note. In case of applying through a member of RVP system, the member by its official stamp is confirmed credibility of the statement,
- ID card for review (CIPS ID card) in case of applying in person,
- Deposit slip in amount 5,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To change/correct PIN, the following documentation is required:

- a. for domestic natural person – PIN correction
- Application for change/correction of PIN have to be **signed by applicant and verified by an authority, in case of applying by mail,**
 - ID card for review (CIPS ID card) in case of applying in person,
 - The act of assignation/correction PIN issued by an authority (verified copy),
 - Deposit slip in amount 8,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070
- b. For domestic natural person who **changed the citizenship** or has a **dual citizenship** – PIN correction into KID (temporary PIN)
- Application for change/correction PIN have to be **signed by applicant and verified by an authority, in case of applying by mail,**
 - ID card, verified copy in case of applying by mail, and in case of applying in person a copy would be enough
 - Decision on resignation on the Bosnia and Herzegovina citizenship issued by an authority (verified copy) - if this was a requirement to change the citizenship
 - Birth certificate with inscribed PIN
 - Residency statement in the country that issued holder's ID card
 - Deposit slip in amount 8,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To change KID (temporary PIN) an issuer is sent:

- Application for change/correction of KID into PIN,
- The act of assignation/correction PIN issued by an authority (verified copy),
- Deposit slip in amount 8,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To register/change holder's bank account that uses for payment of principal and interest of bonds, the following documentation is required:

- Application for register/change bank account have to be **signed by applicant and verified by an authority, in case of applying by mail,**
- ID card for review (CIPS ID card) in case of applying in person
- Verified copy of document containing name of the bank and bank account number,
- Deposit slip in amount 5,00 KM in favor of the Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

2.2. DOMESTIC legal entity:

Documentation attached to the application has to be original or copy verified by a competent authority.

In case that an applicant is not authorized person who represents the legal entity, no special proxy is required. In this case a request signed by authorized person and signature verified by the company seal would be enough.

To change holder's name and headquarters address the following documentation is required:

- court registration on amendments
Exception: in case of applying to change address, a verified application to change is required.
- Deposit slip in amount 5,00 KM in favor of the Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

To change holder's PIN, the following documentation is required:

- Notice of classification in the registry of corporate entity, issued by the Institute for Statistics of the Federation of Bosnia and Herzegovina
- Deposit slip in amount 8,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070

2.3. FOREIGN natural persons:

Foreign natural persons are registered with KID (temporary identification number).

To change/correct name and/or surname the following documentation is required:

- Application to change/correct name and/or surname,
- Copy of passport - signed and verified by a notary or some other authority placed in the city of the security holders – in case of applying by post, and in case of applying in person just a passport copy will be enough.
- Passport translation from the language of domicile state of the securities holder to one of the official languages in Bosnia and Herzegovina. This translation has to be verified and signed by authorized translator or institutions in Bosnia and Herzegovina,
- The act on name/surname correction issued by an authority, if this correction is not recorded in the passport (original or copy verified and signed by public notary or the other authority from the security holders place of residence),
- Translation of the act on the correction from the domicile language to the one official language in Bosnia and Herzegovina. The translation have to be signed and verified by a certified translator or the authority institutions in Bosnia and Herzegovina,
- Deposit slip in amount 5,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 1610000014700070 (if payment is made in Bosnia and Herzegovina), and if payment is made from aboard see the chapter "*Payment from aboard*").
Note: see the chapter "*Verification of signatures and documentation copies*"

To change/correct residence address the following documentation is required:

- Application to change/correct residence address,

- Copy of passport - signed and verified by a public notary or some other authority placed in the city of the security holders – in case of applying by post, and in case of applying in person just a passport copy will be enough.
- Passport translation from the language of domicile state of the securities holder to one of the official languages in Bosnia and Herzegovina. This translation has to be verified and signed by an authorized translator or institutions in Bosnia and Herzegovina,
- Proof of residency in the country the issuer of the passport (original or verified copy signed and verified by a public notary or the authorized institutions in Bosnia and Herzegovina,
- Translation of the proof of residency from the domicile language to the one official language in Bosnia and Herzegovina. The translation have to be signed and verified by a certified translator or the authority institutions in Bosnia and Herzegovina,
- Deposit slip in amount 5,00 KM in favor of Registry's account by Raiffeisen bank d.d. Sarajevo: 161000014700070 (if payment is made in Bosnia and Herzegovina), and if payment is made from aboard see the chapter "**Payment from aboard**").
Note: see the chapter "Verification of signatures and documentation copies"

2.4. FOREIGN legal entities:

To change/correct residence address the following documentation is required:

- Summary **document on the establishment of entity issued by the registry** in which mentioned entity is registered by authorized institution of the country of headquarters address, (original or certified copy signed by notary or some other authorized institution from headquarter of the entity),
- Translation of the **registration of foreign legal entity** from domicile language into some of official languages in Bosnia and Herzegovina, certified or signed by certified translator or some other authorized institution in Bosnia and Herzegovina,
- Payment confirmation in amount of 5,00 KM to the account of the Registry, No: 161000014700070 at Raiffeisen Bank d.d. Sarajevo (for payment in **Bosnia and Herzegovina**), and for payment from abroad see chapter "**Payment from abroad**").
Note: See chapters "Verification of signatures and documentation copies"

To correct holders ID the following documentation is required:

- The same documentation as in case of "correction of the holders name and/or address of headquarters of the holder",
- Payment confirmation in amount of 8,00 KM to the Registry's bank No: 161000014700070 at Raiffeisen Bank d.d. Sarajevo (for payment in **Bosnia and Herzegovina**), and for payment from abroad see chapter "**Payment from abroad**").
Note: See chapters "Verification of signatures and documentation copies"

Payment from abroad:

- **For the fee in amount of 8,00 KM, it is required to pay EUR 11,80 for the benefit of Raiffeisen bank dd B&H Sarajevo S.W.I.F.T. RZBABA2S**

IBAN: BA391611000001204022
END USER: Registry of Securities of the Federation of Bosnia and Herzegovina
Address: M. Tita 62/II Sarajevo
Bank account: 505012000-23474

or

- For the fee in amount of 8,00 KM, it is required to pay EUR 14,30 for the benefit of UniCredit Bank dd Mostar
S.W.I.F.T. UNCRBA22
IBAN: BA393383204890712267
END USER: Registry of Securities of the Federation of Bosnia and Herzegovina
Address: M. Tita 62/II Sarajevo
Bank account: 680008101

- For the fee in amount of 5,00 KM, it is required to pay EUR 10,30 for the benefit of Raiffeisen bank dd B&H Sarajevo
S.W.I.F.T. RZBABA2S
IBAN: BA391611000001204022
END USER: Registry of Securities of the Federation of Bosnia and Herzegovina
Address: M. Tita 62/II Sarajevo
Bank account: 505012000-23474

- For the fee in amount of 5,00 KM, it is required to pay EUR 12,80 for the benefit of UniCredit Bank dd Mostar
S.W.I.F.T. UNCRBA22
IBAN: BA393383204890712267
END USER: Registry of Securities of the Federation of Bosnia and Herzegovina
Address: M. Tita 62/II Sarajevo
Bank account: 680008101

Verification of signatures and documentation copies –authorised entity

1. Bosnia and Herzegovina

Notary or authority of municipal administration or consular office of Bosnia and Herzegovina.

2. Foreign Countries

Notary or some other authority from domicile country of foreign person or legal entity.

2.1. Bosnia and Herzegovina has signed a bilateral agreement with the following countries:

Austria, Belgian, Bulgaria, Czech Republic, France, Greece, Croatia, Italy, Cyprus, Libya, Hungary, Mongolia, Poland, Romania, Russian Federation, Slovakia, Serbia and Montenegro. Verifications made in above mentioned countries have the same legal power as the verification from the paragraph 1 of this chapter.

2.2. Countries which have signed the Hague Convention XII

Verified documentation could have a legal power in Bosnia and Herzegovina only if they are certified by an Apostille seal.

The Apostille seal is always indicated that is certified by Apostille and it is listed the date October 5th, 1961.

2.3. Other countries

Documentation certified in the states which do not refer to above mentioned paragraphs 2.12, 2.2. and 2.3. has a legal power in Bosnia and Herzegovina only if is verified by Ministry of foreign Affairs in the state of origin and by certified institution of Bosnia and Herzegovina).

Exception: For **Canada**: verification could only be made by Ministry of foreign Affairs in Bosnia and Herzegovina.

Translation of foreign documentation

Documentation of foreign person and legal entity has to be translated into the one of official languages in Bosnia and Herzegovina, by certified translators or some other authority in Bosnia and Herzegovina. You could find the list of certified translators or authority at the competent municipal court.