

**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor**

**Documentele se vor prezenta in original si fotocopii, originalul restituindu-se clientului in aceeasi zi. / The documents will be forwarded in originals and copies, the original being returned to the customer the very same day.**

**SOCIETATE COMERCIALA REZIDENTA / RESIDENT TRADING COMPANY****Fotocopii / In copies:**

1. Act constitutiv, sau contract de societate si statut / *Constitutive Act or Contract and Statute of the Company;*
2. Hotarare judecatoreasca sau de guvern privind infiintarea societatii / *Decision of a Court of Law or Government Decision upon the establishment of the company*
3. Certificatul de inmatriculare la Oficiul Registrului Comertului / *Incorporation Certificate issued by the Romanian Trade Registry;*
4. Certificatul de inregistrare fiscala / *Fiscal Registration Certificate;*
5. Ultimul extras din Registrul Comertului eliberat cu ocazia ultimei mentiuni. / *The last notice from the Trade Registry regarding the last amendments .*
6. Autorizatiile de functionare in cazul unor societati avand obiect de activitate supus autorizarilor speciale (societati de valori mobiliare, fonduri de investitii, societati bancare, de asigurari, societati de leasing , de transport, de schimb valutar, jocuri de noroc, etc) / *Functioning authorization for the companies whose activity is subject to special approval (securities companies, investment funds, banks, insurance companies, leasing companies, transport companies, foreign exchange, gambles, etc)*
7. Proces verbal actualizat al AGA, CA sau al altui organ competent de numire a persoanelor autorizate si / sau imputernicite sa dispuna de cont / *Updated minutes of the General Meeting of the Shareholders or any other managing body in charge, regarding the appointment of the authorized persons / and or of the representatives to operate on the account.*
8. Imputernicirea persoanei / persoanelor care va / vor efectua operatiunile la Banca, semnata de persoanele autorizate sa angajeze legal societatea / *Delegation, signed by the persons authorized to represent the company legally, for the person (s) to effect the operations on the company's account.*
9. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii din care sa rezulte ultima adresa completa si CNP precum si a persoanelor care vor efectua operatiunile la Banca / *ID copies for the authorized persons containing the last address (in full) and Personal Identification Number as well as of the persons delegated to effect the operations on the company's account.*

**DOVADA SEDIU, BI/CI ASOCIATI, SPECIMENE SEMNATURA (DECLARATIE NOTARIAT)****In original / In originals:**

10. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
11. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
12. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****13. Contractul de transmitere a prin fax (daca este cazul)/The fax agreement (upon the case)  
SOCIETATE COMERCIALA NEREZIDENTA / NON RESIDENT TRADING COMPANY****Fotocopii / In copies:**

1. Act constitutiv al societatii sau contractul de societate si statutul, conform uzantelor din statul de origine / *Constitutive Act of the company or contract and statute of the company according to the laws and provisions from the country of origin.*
2. Certificatul de inmatriculare la Camera de Comerț din țara de origine / *Incorporation Certificate issued by the Chamber of Commerce in the country of origin;*
3. Certificatul de inregistrare fiscala a societatii in țara de origine / *Fiscal Registration Certificate of the company in the country of origin;*
4. Documentul din care sa rezulte persoanele autorizate sa angajeze legal societatea in țara de origine / *The evidence emphasizing the names and signatures of the persons authorized to represent the company legally.*
5. Procura autentificata de un notar public de numire a persoanelor imputernicite sa dispuna de cont / *Power of Attorney authenticated by a Public Notary for the appointed persons to operate on the account;*
6. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii / *ID copies for the authorized persons to operate on the account;*

**In original / In originals:**

7. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
8. Condițiile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania) SA with the authorized signatures and stamp;*
9. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

**Nota / Note :** Toate documentele de la punctele 1-4 vor fi traduse si legalizate si vor fi aduse fotocopii dupa original / *All documents mentioned at 1-4 will be in a translated and certified form and will be forwarded both in originals and copies;*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****REPREZENTANTE / REPRESENTATIVE OFFICE****Fotocopii / In copies:**

1. Copia legalizata a statutului si contractului societatii mama in limba engleza / *Authenticated copy of the contract and statute of the mother company, in English;*
3. Copia autorizatiei de functionare eliberata de Ministerul Industriei si Comertului / *Copy of functioning authorization issued by the Romanian Ministry of Industry and Trade and by the Tax Authority;*
4. Fotocopia inregistrarii autorizatiei la Camera de Comert si Industrie si la Administratia Financiara / *Copy of the registration for the functioning authorization with the Romanian Chamber of Industry and Commerce and with the Tax Authority;*
5. Proces verbal actualizat al AGA sau al altor organe competente de numire a persoanelor autorizate si / sau imputernicite sa dispuna de cont / *Updated minutes of the General Meeting of Shareholders or any other managing body in charge regarding the appointment of the authorized persons / and or of the representatives to operate on the account;*
6. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii / *ID copies for the authorized persons to operate on the account;*
7. Copie certificat inregistrare fiscala / *Copy of the Fiscal Registration Certificate;*

**In original / In originals:**

8. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
9. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
10. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****SUCURSALE / BRANCHES****Fotocopii / In copies:**

1. Act constitutiv al societatii mama / *The Constitutive Act of the mother company;*
2. Act constitutiv al sucursalei / *The Constitutive Act of the branch;*
3. Hotarare judecatoreasca privind infiintarea societatii / *Decision of a Court of Law upon the establishment of the company;*
4. Certificatul de inmatriculare la Oficiul Registrului Comertului / *Incorporation Certificate issued by the Romanian Trade Registry;*
5. Certificatul de inregistrare fiscala / *Incorporation Certificate;*
6. Ultimul extras din Registrul Comertului eliberat cu ocazia ultimei mentiuni. / *The last notice from the Trade Registry regarding the last amendments .*
7. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii din care sa rezulte ultima adresa completa si CNP / *ID copies for the authorized persons containing the last addresss(in full) and Personal Identification Number;*
8. Proces verbal actualizat al AGA sau al altor organe competente de numire a persoanelor autorizate si / sau imputernicite sa dispuna de cont / *Updated minutes of the General Meeting of Shareholders or any other managing body in charge regarding the appointment of the authorized persons / and or of the representatives to operate on the account;*

**In original / In originals:**

9. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
10. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
11. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****CABINET AVOCAT / NOTAR / LAWYER / NOTARY OFFICE****Fotocopii / In copies:**

1. Dovada de inregistrare, in evidenta baroului, a formei de exercitare a profesiei, conform art.6 din Legea 51 / 1995 / *The registration confirmation for practice authorization with the Bar Association according to art.6 of Law 51 / 1995;*
2. Dovada de inregistrare, in evidenta birourilor de notari publici conform art.14 din Legea36 / 1995 / *The registration confirmation for practice authorization with the Public Notary Bar according to art.14 of Law 36 / 1995;*
3. Certificatul de inregistrare fiscala / *Incorporation Certificate;*
4. Numirea persoanelor autorizate si / sau imputernicite sa dispuna de cont / *The appointment of the authorized persons to operate on the account;*
5. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii din care sa rezulte ultima adresa completa si CNP / *ID copies for the authorized persons containing the last address (in full) and Personal Identification Number;*

**In original / In originals:**

6. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
7. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
8. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****CABINET MEDICAL / MEDICAL CENTER****Fotocopii / In copies:**

1. Certificat de inregistrare in Registrul Unic al Cabinetelor Medicale / Autorizatie de libera practica a medicului / *Registration Certificate with the Unique Registry of the Medical Centers / Free practice license for the physician; Contract de furnizare servicii medicale si asistenta medicala / Contract for medical services and assistance providing;*
2. Certificatul de inregistrare fiscala / *Incorporation Certificate;*
3. Numirea persoanelor autorizate si / sau imputernicite sa dispuna de cont / *The appointment of the authorized persons to operate on the account;*
4. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii din care sa rezulte ultima adresa completa si CNP / *ID copies for the authorized persons containing the last address(in full) and Personal Identification Number;*

**In original / In originals:**

5. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
6. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
7. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

**Nota / Note:** Unitatile medicale cu personalitate juridica infiintate potrivit legii 31 / 1990 republicata se vor supune si prevederilor OG 124 / 1998 cu modificarile ulterioare. / *The medical centers established according to Law 31 / 1990 republished , will follow also the provisions of the Government Order 124 / 1998 with its further amendments.*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****PERSOANE JURIDICE NON PROFIT REZIDENTE / NON PROFIT RESIDENT LEGAL ENTITIES****Fotocopii / In copies:**

1. Act constitutiv / *Constitutive Act*;
2. Hotarare judecatoreasca privind infiintarea societatii / / *Decision of a Court of Law upon the establishment of the company*;
3. Cereri de inregistrare de mentiuni pentru modificari ulterioare, in ordine cronologica / *Applications for registration of chronological amendments*;
4. Certificatul de inregistrare fiscala / *Incorporation Certificate*;
5. Numirea persoanelor autorizate si / sau imputernicite sa dispuna de cont / *The appointment of the authorized persons to operate on the account*;
6. Fotocopii ale actelor de identitate ale persoanelor autorizate cu drept de semnatura pe contul societatii din care sa rezulte ultima adresa completa si CNP / / *ID copies for the authorized persons containing the last address (in full) and Personal Identification Number*;

**In original / In originals:**

8. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp*;
9. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp*;
10. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp*;

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****EXPERT CONTABIL / ACCOUNTING EXPERT****Fotocopii / In copies:**

1. Carnetul de expert contabil sau de contabil autorizat / *The accounting expert card or authorized accountant card;*
2. Dovada inscrierii in Tabloul expertilor contabili respectiv a contabililor autorizati - legitimatia de membru vizata anual / *Evidence of registering with the Accounting Experts Organization or Authorized Accountants Organization – membership card yearly stamped;*
3. Copia documentului de identitate / *Copy of the Identity Card;*

**In original / In originals:**

4. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*
5. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

**Nota / Note:** In cazul persoanelor juridice care indeplinesc activitatile prevazute in normele legale in vigoare privind organizarea si functionarea Corpului expertilor contabili si contabililor autorizati din Romania, documentele necesare pentru deschiderea conturilor sunt cele specificate pentru societatile comerciale organizate conform Legii 31 / 1990, la care se adauga dovada inscrierii pe Tabloul Corpului din care face parte. / *For the legal entities which are carrying on activities stipulated within the legal existing provisions regarding the setting up and functioning of the Body for the Accounting Experts and Authorized Accountants, the necessary documents for opening an account are those specified for the companies set up under the Law 31 / 1990, to which the evidence of registering with the specific organization - Accounting Experts Organization or Authorized Accountants Organization is added.*

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****AMBASADE / EMBASSIES****Fotocopii / In copies:**

1. Copie a BI / legitimatie de serviciu a persoanei imputernicite sa ceara deschiderea contului, legitimatie emisa de Ministerul Roman de Externe; *copy of the ID / business card of the person requesting the opening of the account, card issued by the Romanian Ministry of Foreign Affairs;*

**In original / In originals:**

2. Imputernicirea persoanei / persoanelor autorizate sa opereze pe cont si copii ale BI / *Power of attorney for the persons operating the account and copies of their ID;*
3. Cerere deschidere de cont semnata si stampilata de persoanele autorizate / *Application form for account opening signed by the authorized persons.*
4. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
5. Conditile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania)SA with the authorized signatures and stamp;*

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## DC0 - Documente necesare pentru Deschiderea Conturilor

**SOCIETATI DE INVESTITII / INVESTMENT COMPANIES****Fotocopii / In copies:**

1. Act constitutiv autentificat / *Authenticated Constitutive Act;*
2. Hotarare judecatoreasca privind infiintarea societatii / *Decision of a Court of Law Decision upon the establishment of the company*
3. Certificatul de inmatriculare la Oficiul Registrului Comertului / *Incorporation Certificate issued by the Romanian Trade Registry;*
4. Certificatul de inregistrare fiscala / *Fiscal Registration Certificate;*
5. Certificatul de investitor strain (daca este cazul) / *Certificate of Foreign Investor (upon case);*
6. Contractul de administrare (daca este cazul) intre societatea de investitii si societatea de administrare autorizata de CNVM / *The management agreement (upon case) between the investment company and the managing company authorized by the CNVM – the National Commission for Securities;*
7. Contractul dintre societatea de administrare a societatii de investitii si societatea de depozitare sau contractul dintre societatea de investitii (care nu isi desfasoara activitatea in baza unui contract de administrare) si societatea de depozitare. / *The agreement between the company managing the activity of the investment company and the depositing company or the agreement between the investment company (which is not working on a management agreement basis) and the depositing company;*
8. Autorizatia definitiva de functionare a societatii de investitii emisa de CNVM / *The final functioning authorization of the investment company issued by CNVM;*
9. Imputernicirea persoanelor care administreaza si dispun de contul societatii in banca / *Power of attorney for the persons who are to dispose and make use of the account of the company with the Bank;*
10. Imputernicirea persoanelor care efectueaza operatiuni bancare, in contul si in numele titularilor / *Power of attorney for the persons who are to effect banking operations on the account and in the name of the account holders;*
11. Fotocopii ale actelor de identitate ale persoanelor care administreaza societatea precum si a celor care efectueaza operatiuni in banca / *Copies of the ID of the persons who dispose and make use of the account of the company with the Bank as well as of the persons who effect banking operations on the account;*

**In original / In originals:**

11. Fisa cu specimene de semnaturi si amprenta stampilei / *The Signature Card with the imprint of the official stamp;*
12. Condițiile Generale ale Finansbank (Romania) SA semnate de persoanele autorizate si stampilate / *The General Conditions of Finansbank (Romania) SA with the authorized signatures and stamp;*
13. Cerere deschidere cont semnata de persoanele autorizate si stampilata / *Account Opening Form with the authorized signatures and stamp;*

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*Nota / Note: Societatile de investitii pot deschide cont la banca numai daca banca este societate de depozitare / The investment companies may open an account with the Bank only if the Bank is acting as a depositing company;*

**In vederea suprimarii cerintelor supralegalizarii diplomatice sau consulare a actelor oficiale straine, singura formalitate care este ceruta este aplicarea apostilei, eliberata de catre autoritatea competenta a statului din care emana documentul, in conformitate cu prevederile Ordonantei Guvernului Romaniei nr. 66/1999**

**ANEXE**

Anexa 1 - CONDITII GENERALE / GENERAL CONDITIONS

Anexa 2 - CONTRACT DE TRANSMITERE PRIN FAX / FAX AGREEMENT

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**Norme Deschidere Conturi****DC****DC0 - Documente necesare pentru Deschiderea Conturilor****COMERCIANT / TRADER**

Persoanele fizice care exercita in mod obisnuit acte de comert, societatile comerciale, regiile autonome si organizatiile cooperatiste.

*The individuals who use to make deals, the Commercial companies, the regies autonomous and organizations cooperatives.*

**Fotocopii / In copies :**

1. Actul Constitutiv – sub semnatura privata, autentificat ori datat cu data certa, / *Constitute Act, simply signed, certified or dated with a definite date,*
2. Certificatul de Inregistrare, care cuprinde si codul unic de inregistrare, / *Registration Certificate, comprising the Unique registration code,*
3. Anexa la Certificatul de Inregistrare, / *Annex to the Registration Certificate*
4. Extrasul din Registrul Comertului cu datele de identificare, / *Excerpt from Trade Registry with the identification data,*
5. Actul additional care modifica actul Constitutiv, dupa caz, / *Additional Act in amendment to the Constitutive Act, as appropriate*
6. Proces verbal actualizat al AGA, CA sau al altui organ competent de numire a persoanelor autorizate sau imputernicite sa dispuna de cont, / *Updated minutes of the General Meeting of the Shareholders or any other managing body in charge, regarding the appointment of the authorized persons / and or of the representatives to operate on the account,*
7. Imputernicirea persoanei / persoanelor care va / vor efectua operatiunile la Banca, semnata de persoanele autorizate sa angajeze legal societatea, / *Delegation, signed by the persons authorized to represent the company legally, for the person (s) to effect the operations on the company's account,*
8. Fotocopii ale actelor de identitate ale persoanelor autorizate, cu drept de semnatura pe contul societatii, din care sa rezulte ultima adresa completa si CNP precum si ale persoanelor care vor efectua operatiunile la Banca. / *ID copies for the authorized persons containing The last address ( in full) and Personal Identification Number as well as of the persons delegated to effect the operations on the company's account .*

**Originale / In originals:**

9. Fisa cu specimene de semnaturi si amprenta stampilei, / *The Signature Card with the imprint of the Official stamp,*
10. Conditiiile Generale ale FINANSBANK (ROMANIA) SA, semnate de persoanele autorizate si stampilate, / *The General Conditions of FINANSBANK (ROMANIA) SA with the authorized signatures and stamp,*
11. Cerere deschidere cont, semnata de persoanele autorizate si stampilata, / *Account Opening Form with the authorized signatures and stamp,*
12. Contractul de transmitere prin fax, daca este cazul. / *The fax agreement (upon the case) .*

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