



POWER OF ATTORNEY

I, _____ from _____,
(name and surname of the grantor of Power of Attorney) (place and address of residence of the grantor of Power of Attorney)¹

_____, _____,
(Personal Number of the grantor of Power of Attorney) (ID card/passport number of the grantor of Power of Attorney)²

hereby grant Power of Attorney to:

_____ from _____,
(name and surname of the Proxy) (place and address of the residence of the Proxy)¹

_____, _____,
(Personal Number of the Proxy) (ID card/passport number of the Proxy)²

that he/she may, on my behalf and for my account on the account

_____ No. ³:

_____ held with Postal Savings Bank, joint-stock
company, Belgrade, take the following

actions:⁴ _____

This Power of Attorney shall be given:

- 1) for a limited period of time, with the validity term until:
_____;
- 2) without a time limitation of the validity term determined in advance.

Hand-written signature of the grantor of
Power of Attor

¹ Write the place and address indicated on the valid personal ID document (ID card or passport);

² Indicate number of the valid personal ID document that will be used when establishing identity with the competent authority certifying the power of attorney;

³ Fill in only if the grantor of Power of Attorney already holds a payment account with the Bank. One or more accounts of the grantor of Power of Attorney held with the Bank may be indicated;

⁴ It is required to indicate explicitly one or more actions provided for under item 6 of the list of the accompanying Instructions;

Instructions for filling in/drawing up, certification and validity of the power of attorney of a natural person

1 Form, essential elements and language of the power of attorney

The power of attorney of a natural person shall be drawn up in one of the two of following manners:

- 1) by filling in the Form of "Power of Attorney" in Serbian that is available on the website of the Bank;
- 2) by drawing up a power of attorney in a free format in Serbian.

If a power of attorney is given in free format, in order to fulfill the condition of accuracy it has to contain all the elements contained in the Form of "Power of Attorney".

Notes:

- 1) A power of attorney not containing the elements indicated in paragraph 2 of these Instructions (whether the power of attorney drawn up in a free format or the Form of Power of Attorney incompletely filled in is in question) shall not be deemed to be acceptable;
- 2) The validity term of a power of attorney must not be longer than:
 - the term of validity of the personal ID document indicated in the power of attorney of both the Grantor of Power of Attorney and the Proxy;
 - if the validity term indicated in the power of attorney is longer than the validity term of one of the personal ID documents indicated, the power of attorney shall be valid until the first expiry of one of the personal documents indicated in the the power of attorney;
- 3) The power of attorney that is not certified in accordance with the provisions of item 2 of these Instructions shall not be deemed to be accurate.

2 Mandatory certification of the power of attorney

Both the power of attorney issued in the Republic of Serbia and the power of attorney issued abroad must be certified with the competent authority.

2.1 **Certification of the power of attorney in the Republic of Serbia**

The power of attorney has to be certified by a notary public.

If there is no notary public appointed in the relevant area, the certification may be carried out in a primary court, court unit, reception desks of primary courts, as well as in municipal administration.

2.2 **Certification of the power of attorney in foreign countries**

In foreign countries the power of attorney may be certified:

- 1) **in a diplomatic-consular representative office of the Republic of Serbia** (embassy or consulate) – the power of attorney in Serbian;

If the power of attorney has been certified in a diplomatic-consular representative office of the Republic of Serbia, it shall be deemed that it has been certified by the competent authority in the Republic of Serbia and such power of attorney shall be accepted without any additional legalization.

- 2) **With a notary public of the relevant foreign country** – power of attorney in the official language of that country, with an obligation to be subsequently translated officially in Serbian by an authorized court interpreter in the Republic of Serbia.
- When the power of attorney has been certified by a notary public in a country with which the Republic of Serbia *has confirmed a bilateral treaty* on mutual exemption of official documents from legalization (placing of Apostille), such power of attorney shall be accepted without any additional legalization.
 - When the power of attorney has been certified by a foreign notary public in a country which is a *signatory to the Hague Convention (Convention on Revoking Requirements for Legalization of Foreign Official Documents)*, an Apostille (a confirmation issued by the competent authority of that country) shall be mandatory submitted. The *Apostille* confirmation shall be placed on the very power of attorney or it shall be attached to it as its supplement.
 - For the power of attorney issued and certified in a country with which the Republic of Serbia *has not confirmed a bilateral treaty* on mutual exemption of official documents from legalization, *nor that country is a signatory to the Hague Convention*, it is required to carry out the full legalization of certification of the power of attorney by the authorities of the country in which the power of attorney has been certified in accordance with the regulations of that country.

Exceptions:

- 1 Canada - legalization by the competent authorities of Canada or legalization by the embassy/consulate of the Republic of Serbia in Canada is required;
- 2 Palestine - legalization containing of 9 stamps, whose final stamp shall be the stamp of the embassy of Palestine in Belgrade;
- 3 Australia – in order to be acceptable from the point of view of the Ministry of Foreign Affairs of the Republic of Serbia it shall be certified in the one of the following manners:
 - ✓ Certification by a notary public with which the Apostille shall be submitted;
 - ✓ Certification by the signature and stamp of the magistrate shall not be sufficient, but an additional certification by the Ministry of Justice of Australia, the Ministry of Foreign Affairs of Australia, and certification in the embassy/consulate of Australia is required;
 - ✓ Certification in the consulate/embassy of the Republic of Serbia in Australia.
- 4 The People's Republic - in one of 2 (two) following manners:
 - ✓ Certification in the consulate/embassy of the Republic of Serbia in the People's Republic of China;
 - ✓ Certification by full legalization which implies certification in the competent court in the PR of China, the Ministry of Foreign Affairs, the Ministry of Justice, and the embassy of the Republic of Serbia.

If the power of attorney is given in a foreign language, it shall be necessary that along with the certified relevant power of attorney, its translation into Serbian made by an authorized court

interpreter in the Republic of Serbia is to be submitted to the Bank.

3 Presenting of the power of attorney and valid personal ID documents (ID card or passport) to the Bank

Each time when he/she wants to take an action in the Bank's premises on behalf of and for the account of the Grantor of Power of Attorney for which he/she is authorized, the Proxy shall mandatory present an accurately drawn up and certified original power of attorney to the Bank.

When presenting accurately drawn up and certified power of attorney, the Proxy shall be obliged to present the Bank with **the valid personal ID documents (ID card or passport) for inspection:**

- 1) His/her own personal ID document indicated in the text of the power of attorney;
- 2) Certified copy of the personal ID document of the Grantor of Power of Attorney indicated in the text of the power of attorney and used when certifying the power of attorney, i.e. based on which the identity with the competent authority has been established;
- 3) Official translation of the power of attorney into Serbian, made up by an authorized court interpreter in the Republic of Serbia for the power of attorney drawn up and certified in a foreign language.

When presenting the power of attorney to the Bank for the first time, such power of attorney must not be older than 6 (six) months following the date when it was certified.

4 Validity of the power of attorney⁵:

The power of attorney shall be deemed to be valid until:

- 1) the day when the Bank has been provided with the revocation of the power of attorney, in accordance with the provisions of item 5 of these Instructions, or
- 2) the day when the validity term of the power of attorney indicated in the text of the power of attorney expired, or
- 3) the day when the validity term of one of the personal ID documents indicated in the power of attorney expired, or
- 4) the moment of death of the Grantor of Power of Attorney or the Proxy.

5 Revocation of the power of attorney⁵

The Grantor of Power of Attorney may revoke the power of attorney at any time by providing the Bank with a written revocation either in paper or electronic form where following essential elements shall be mandatory indicated:

- 1) Data on the authority certifying the power of attorney that is revoked;
- 2) Number and date of the certification of the power of attorney that is revoked;

⁵ All the measures stipulated by regulations for the purpose of compensation of any damage caused to the Bank or the Giver of Power of Attorney may be taken against the proxy who continued to use the power of attorney after he/she becomes aware or must objectively be aware of the fact that some of the circumstances of cease of the validity of the power of attorney referred to in paragraph 1 hereof occurred.

- 3) His/her identification data and the data about his/her personal ID document indicated in the power of attorney that is revoked;
- 4) Personal ID data of the Proxy indicated in the power of attorney that is revoked;
- 5) Number of his/her account held with the Bank related to which the power of attorney that is revoked was issued (if the account was indicated in the power of attorney that is revoked);
- 6) Date of drawing up the revocation of the power of attorney;
- 7) Personal signature of the Grantor of Power of Attorney.

6 Actions that may be the subject of the power of attorney

The Grantor of Power of Attorney may authorize the Proxy with a power of attorney for carrying out one or more of the following actions:

Note: *If the holder was not in the Bank in the last 3 years following the date when the power of attorney was certified or he/she has replaced the documentation, it shall be necessary to indicate the action – update conducted based on his/her valid personal ID document (ID card or passport).*

6.1 Actions connected with payment accounts:

- Open an account and sign all the documentation necessary for opening a payment account (indicate the payment account that is opened – RSD and/or foreign currency);
- Open a payment multi-currency account (Account Plus) i.e. payment foreign currency Standard Account and sign all the documentation necessary for opening accounts;
- Take over a Confirmation of a Newly Opened Payment Account;
- Be authorized for the payment account;
- Dispose with the funds on the payment account;
- Take over an overview of movements on the payment account;
- Take over the last pension check;
- Take over a Confirmation of Holding Payment Account;
- Submit a Request for Changing the Method of Providing Payment Account Statements;
- Close the account due to a loss or misuse of the payment instrument, take all required actions necessary for opening a new account;
- Conclude a Contract on a Standing Order (provide an original or copy of the bill for the service for which a standing order is to be opened, except for the payment of postpaid Internet services, phone bills and Telenor services);⁶
- If the Contract on a Standing Order is to be concluded for the purpose of paying accommodation in social institutions, it is necessary to indicate a bank account of the social institution, a monthly amount that is to be transferred, date of the start of application and the term of duration of the service;
- Conclude a Contract Based on the "Pension in Advance" Service – (only pensioners may use this service);⁷

⁶ On the website <http://www.posted.co.rs/tekuci.html> you can find a list of Services that can be paid with a standing order;

⁷ This service is intended only for RSD payment accounts;

- Conclude a Contract on the "Outpayment of Pensions at Home Address from the Current Account of the Holder" - (only pensioners may use this service);⁶
- Conduct the update based on my valid personal ID document (ID card or passport) enclosed to the Power of Attorney;
- Close the payment account, return all payment instruments of the Bank (payment cards, checks, etc), settle all the claims of the Bank, withdraw the remaining funds from the account, take over a Confirmation of the Settled Outstanding Amounts on the Account and sign all the necessary documentation;

6.2 Actions connected with payment cards:

- To take over the card and the belonging PIN for holder of the payment account;
- To take over the card and the belonging PIN of the authorized person (indicate name and surname of the authorized person on the RSD payment account);
- To submit a Request for Issuing and Using Payment Card and sign all necessary documentation for its issuing (indicate the payment card – Visa dinar, Visa foreign exchange, Visa Internet dinar, Visa Internet foreign exchange, Debit Mastercard contactless, DinaCard credit, Visa credit, Maestro, Mastercard Standard credit, Mastercard Gold credit, Mastercard Plus credit);⁸
- To take over the payment card (indicate the payment card – Visa dinar, Visa foreign exchange, Visa Internet dinar, Visa Internet foreign exchange, Debit Mastercard contactless, DinaCard Discover Plus, Mastercard Plus debit, DinaCard credit, Visa credit, Maestro, Mastercard Standard credit, Mastercard Gold credit, Mastercard Plus credit) with the belonging PIN for the primary cardholder and/or additional cardholder (indicate name and surname of the additional cardholder) and sign all the documentation necessary for taking over the payment card;⁷
- To take over the payment card (indicate the payment card – Visa dinar, Visa foreign exchange, Visa Internet dinar, Visa Internet foreign exchange, Debit Mastercard contactless, DinaCard Discover plus, Mastercard Plus debit, DinaCard credit, Visa credit, Maestro, Mastercard Standard credit, Mastercard Gold credit, Mastercard Plus credit) with the belonging PIN for the primary cardholder and/or additional cardholder (indicate name and surname of the additional cardholder) and sign all the documentation necessary for taking it over;⁷

6.3 Actions connected with savings accounts (RSD/FX):

- Terminate the period of fixed-term depositing;
- Dispose fully with the funds on the savings account;
- Dispose with the funds on the savings account in the amount of _____⁹;
- Convert the funds from the currency in the amount of _____⁸ to another currency;
- Close the savings account;
- Conclude with the Bank a Contract on Opening an FX/RSD Deposit (deposited for the term of _____¹⁰ on demand)

⁸ One or more payment cards may be indicated;

⁹ Indicate the exact amount of the funds;

¹⁰ Indicate the period of fixed-term depositing

- Request a confirmation of the balance/movements on the savings account;
- Request a copy of a payment order made to/from the savings account;
- Take over a Confirmation of Holding a Savings Account (Deposit);
- Be the person authorized for savings account.

6.4 Other actions:

- Submit a request for issuing a copy of the contractual documentation (indicate type of the contractual documentation requested – opening of account, etc);
- Conclude the Contract/s for Digital Banking (indicate the exact service – SMS info, MobiBank, Homeb@nking, etc);
- Take over the funds inherited based on the legally binding Decision on Inheritance (e.g. UPP:xx-xx as of xx.xx.xxxx. or O.xx as of xx.xx.xxxx.)¹¹ and sign all the necessary documentation;
- Extend the Contract on Renting a Safe Deposit Box No. _____(indicate the number of the safe deposit box indicated in the Contract);
- File a request for closing a safe deposit box, take over the content of the safe deposit box and return the identification card and key¹² ;
- Transfer the funds from my payment account based on the Sales Contract under the reference number (indicate the reference number of the competent authority) and date of its certification;
- File a request for exercising the right related with the personal data processing indicated in the power of attorney for submitting the request and taking actions in the proceeding upon the request, the following text should be mandatory indicated: "I hereby give my consent that the data relating to me and representing personal data in accordance with the Law on Personal Data Protection are made available to the proxy";
- File an objection to the Bank's operation and take actions in the proceeding based on the objection.

It is mandatory to enter the following in the power of attorney for filing an objection and taking actions in the proceedings based on that objection: "I hereby give an authorization that all the data referring to me as a primary holder, but that do not represent a business secret in the sense of the law governing banks, i.e. business secret in sense of the law governing payment services, are made available to the proxy."

¹¹ Decisions on Inheritance passed by competent authorities abroad have to be acknowledged by a High Court in the Republic of Serbia.

¹² The mentioned provision refers only to the person authorized for the disposal with the safe deposit box;