



## SPECIAL AUTHORISATION

I, \_\_\_\_\_ from \_\_\_\_\_  
(name and surname of the Grantor) (place of residence and address of the Grantor<sup>1</sup>)  
\_\_\_\_\_  
(Personal ID no. of the Grantor) (ID card/passport no. of the Grantor<sup>2</sup>)

hereby authorise:

\_\_\_\_\_ from \_\_\_\_\_  
(name and surname of the Proxy) (place of residence and address of the Proxy<sup>1</sup>)  
\_\_\_\_\_  
(Personal ID no. of the Proxy) (ID card/passport no. of the Proxy<sup>2</sup>)

to, in my name and on my behalf:

- ✓ update the data based on my valid personal identification document (ID card or passport) attached to this Special Authorisation;
- ✓ submit and sign the following documentation:
- ✓ Application for an overdraft facility;
- ✓ Consent for obtaining a report from the Credit Bureau;
- ✓ Overdraft Facility Agreement and all accompanying documentation, as well as to complete and sign the bill of exchange and bill of exchange authorization that serves as a security for the implementation of the above-mentioned Overdraft Facility Agreement, which is linked to my dinar payment account number 200-\_\_\_\_\_ - \_\_\_\_\_<sup>3</sup> at Postal Savings Bank, JSC, Belgrade

In \_\_\_\_\_, date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Grantor

<sup>1</sup> Provide the place and address as stated in a valid personal identification document (ID card or passport);

<sup>2</sup> Provide the number of a valid personal identification document that will be used to verify identity with the competent authority certifying the authorisation;

<sup>3</sup> Fill in in case the grantor of the authorisation already has an open payment account. One or more accounts can be specified;

## 1. Mandatory verification of Authorisation

It is mandatory to have the Authorisation certified by the competent authority, both for Authorisation issued in the Republic of Serbia and for Authorisation issued abroad.

### **1.1. Certification of Authorisation in the Republic of Serbia**

In the Republic of Serbia, the Authorisation is certified by a public notary.

The certification of an Authorisation may be performed by any public notary on the territory of the Republic of Serbia, regardless of the place of residence/residence of the Grantor of the Authorisation. Exceptionally, in case a public notary has not been appointed for the territory of the municipality where the Grantor of Authorisation is located, the certification of the Authorisation may be performed by the Basic Court, court unit, reception offices of basic courts, as well as in the municipal administration.

### **1.2. Certification of the Authorisation abroad**

The Authorisation may be certified abroad, as follows:

- 1) **At the diplomatic and consular mission of the Republic of Serbia** (embassy or consulate) – the Authorisation drawn up in Serbian;

In case the Authorisation is certified at a diplomatic or consular mission of the Republic of Serbia, it is considered to have been certified by the competent authority in the Republic of Serbia and such a power of attorney is accepted without the need for additional certification.

- 2) **At the notary public of the foreign country in question** – the Authorisation in the official language of that country, with the obligation of subsequent official translation into Serbian by an authorized court interpreter in the Republic of Serbia.

- When the Authorisation is certified by a foreign notary public in a country with which the Republic of Serbia has a confirmed bilateral agreement<sup>4</sup> on mutual exemption of public documents from legalization, such an Authorisation is accepted without the need for additional legalization.
- When the Authorisation is certified by a notary public in a state that is a signatory to the Hague Convention<sup>4</sup> (*Convention on the Abolition of the Requirement of Legalization for Foreign Public Documents*), an *Apostille* certificate issued by the competent authority of the state in question must also be submitted. The *Apostille* certificate is placed on the Authorisation itself or attached as an appendix to it.
- For the Authorisation issued and certified in a country with which the Republic of Serbia has not ratified a bilateral agreement on mutual exemption of public documents from

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<sup>4</sup> The list of countries with which the Republic of Serbia has confirmed bilateral agreements on mutual exemption of public documents from legalization, as well as the list of countries that are signatories to the Hague Convention, can be found on the official website of the Ministry of Justice.

legalization, nor is that country a signatory to the Hague Convention, it is necessary to carry out the so-called full legalization of the Authorisation certification by the authorities of the country in which the Authorisation was certified in accordance with the regulations of that country.

**Exceptions:**

1. Palestine exercises poly-legalization – 9 stamps, the final stamp is the stamp of the Embassy of Palestine in Belgrade
2. Australia is acceptable from the perspective of the Ministry of Foreign Affairs of the Republic of Serbia provided it is verified in one of the three following ways:
  - ✓ Notarized by a public notary certified with an Apostille;
  - ✓ If certified with the signature and seal of a justice of the peace, additional certification by the Australian Department of Justice, the Australian Department of Foreign Affairs and a certification at the Australian Embassy/Consulate is required;
  - ✓ Consulate/Embassy of the Republic of Serbia in Australia.

In case the Authorisation is given in a foreign language, it is necessary to submit to the Bank, along with the certified Authorisation, a translation of the same into Serbian made by an authorized court interpreter in the Republic of Serbia.

**2. Presentation of the authorisation and valid personal identification documents (ID card or passport) to the Bank**

The authorized representative must personally present the correctly completed and certified original authorisation to the Bank.

When presenting a correctly completed and certified authorisation, the proxy is obliged to **submit to the Bank for inspection valid personal identification documents (ID card or passport):**

- 1) Own personal identification document specified in the text of the authorisation;
- 2) A certified photocopy of the personal identification document or the original document of the Grantor of Authorisation, specified in the text of the authorisation and used when verifying the authorisation, or on the basis of which the identity was established with the competent authority;
- 3) An official translation of the authorisation into Serbian, made by an authorized court interpreter in the Republic of Serbia for the authorisation drawn up and verified in a foreign language.

When presenting the authorisation to the Bank, the subject authorisation must not be older than 6 (six) months from the date of its verification.

**3. Authorisation validity period**

The authorisation can only be used once, at the time of submitting a request for the overdraft facility.