SUPPORTING DOCUMENTS FOR THE COMMENCEMENT OF A BASIC BANKING RELATIONSHIP OF AN INDIVIDUAL CUSTOMER

A. Identity Certification *[originals with customer's photo]*

- **Identity Card** or Special identity Card for Aliens of Hellenic Descent, or
- **Law Enforcement** or Armed Forces **personnel identity card**, or
- **Identity Card of EU Member-State**, or
- Valid **passport** from the country of origin, or
- **Special Identity Card for** Foreign Refugee

For those outside the EU, if the passport has expired, the temporary residence permit, CAL or other equivalent document (e.g. entry visa) will be accepted, in conjunction with the no longer valid Passport or with a solemn declaration in which the non-presentation of it will be specifically justified.

In the case of a **minor:**

- **Birth Certificate** or Family Status Certificate issued by the Municipality or other identity document if any (valid identity card or passport)
- In case the name of the minor does not arise, a **solemn declaration** from the parent/legal guardian for the name or a certificate that a relevant document will be presented when the name is given.
- **Solemn declaration** that parental responsibility is exercised by both parents.
- **Recent evidence of the parent exercising parental responsibility** for the certification of his / her residence.
- In case the parental responsibility has been assigned to one parent or to a guardian following a court decision, the relevant court decision shall also be presented.

B. Certification of TIN

- **Administrative Tax Determination Act for the current or previous fiscal year in the event that an income tax return has not yet been submitted or the current year's tax return has not been cleared.**

    - For cases where the taxpayer is submitting a tax return for the first year and an Administrative Tax Determination Act has not been issued, the Form "E1: Income Tax Declaration" (print from the TAXIS website or certified copy from the Tax Office)
    - A TIN Assignment Certificate
    - TAX residence certificate (issued by Hellenic Tax Authority-AADE)

For non-residents:

- Certificate of a foreign Tax or Social Security Institution indicating the unique identification number (e.g. Tax Identification Number (TIN) or Social Security Number) of the country where the depositor is established, indicating their status as a taxpayer with their declared income.
  If the certificate does not indicate income, additional pay slips.

  Notes:
  - If there is another tax residence, other than Greece or a relationship with the USA (eg place of birth, address / mail, contact telephone, etc.), additional supporting documents will be requested.
  - Supporting documents may be requested for income certification

C. Residence and Contact Details

- Recent Mobile or Fixed Telephony account,

In case the home address in the Mobile or Fixed Telephony account is different or is not indicated, then in addition:

- Recent account of a Utility Organization, Public or Private, e.g. PPC, EYDAP etc., or
- Lease contract submitted to a tax office or Proof of Submission of Statement of Property Lease Information (printed from the TAXIS website) or
- Certificate of permanent residence issued by the Municipal Register

In case of "hospitality" or "cohabitation":

- Solemn Declaration of our customer and a certificate for the address in the name of the spouse / parent or E1 which proves hospitality

For non-residents:

- Certificate by competent Public Authorities (Local Government Organisations, Police, Tax or Greek Consular Authorities) of the country of establishment of the depositor, indicating their status as resident, the address of main residence and the contact number

D. Professional Information

- Salaried employees: Document issued by a social security institution, or Employer's Certificate or copy of latest payroll statement
- Freelancers: E3 and Certificate of Commencement of Business or professional identity card or certificate issued by a competent Association (e.g. Bar Association, Medical Association, etc.) or Social Security Institution Receipt or Registry Details (printed from the TAXIS website where the business activity appears)
- Armed Forces/Servicemen: Special Forces / Law Enforcement personnel identity card, as well as a certificate of professional address
- Farmers: Income tax return statement, where "Total Income" refers to "Agricultural Operations"
- Students: Academic Identity / Special Ticket Card (pass), or Certificate of Studies or Booklet of Studies
- Pensioners: Last proof of pension payment
- Unemployed: Public document indicating the status of the unemployed person (e.g. valid OAED card)
- Non-residents:
  - Certificate issued by competent Public Authorities (Local Government Organisations, Police, Tax or Greek Consular Authorities, Competent Insurance Body, etc.) of the country where the depositor is established, which proves the profession, professional address and telephone number in the country of establishment, or Certificate by the Employer or Payslip
  - Residence permit or authorization to stay

Instructions:

- The certification documents of the data concerning foreign persons must be translated into Greek or English and certified by the Greek Embassy or the Greek Consulate or the Notary Public of the respective country or by an official Greek Public Authority.

- Translations of documents drawn up in a foreign language which shall be performed by an Attorney at Law, in accordance with the Attorneys' Code , are accepted. The translation has full force before any Judicial or other Authority, as long as it is accompanied by a certified copy of the translated document and the Attorney at Law certifies that s/he has sufficient knowledge of the language from and into which s/he translated. Translations by Certified Translators of the Ministry of Foreign Affairs are also being accepted.

- All the above documents must be submitted in original or in genuine copies. Especially for the certification of the identity, the relevant documents must be submitted in original and bear the customer's photograph.