

## Person Holding Account (ES) Opening and maintenance Requirements in the Spanish Section of the Union Registry

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1. Request for the opening and maintenance of an account.
2. Annex I (Appointment of Authorised Representatives<sup>1</sup>).
3. Annex II (Appointment of Additional Authorised Representatives<sup>2</sup>).
4. Annex III (Direct debit / Transfer payment).
5. Powers granted by the Solicitant to the Legal Representative<sup>3</sup>, following our template (Modelo de poder), in which the required faculties must be included as indicated in the said template<sup>4</sup>.
6. Documentation<sup>4</sup> regarding the **physical person** designated by the Person Holding Account Holder:
  - a) Documentation corroborating that the physical person requesting the account opening has a bank account opened in one of the member states of the European Economic Area.
  - b) Documentation that corroborates the identity of each of the physical person requesting the account opening; this may be a copy of one of the following documents:
    - Identity card issued by one of the Member States of the European Economic Area or of the Organisation for Economic Co-operation and Development;
    - Passport.
  - c) Documentation that corroborates the permanent residency details of the physical person; this may be a copy of one of the following documents:
    - Identity document presented in accordance to the previous section if it contains details of the permanent address;
    - Any other identity document issued by a State and which contains the permanent address details;
    - If the permanent residency country does not issue identity documents that contain details of the permanent address, a statement by the local authorities confirming the permanent residency of the physical person;
    - Any other document that is generally accepted in the account administrator's Member State as proof of permanent residency of the physical person.
  - d) Criminal records of each of the physical person.

7. Documentation regarding the legal person designated by the Person Holding Account Holder:

- a) Documentation corroborating that the legal person requesting the account opening has a bank account opened in one of the member states of the European Economic Area.
- b) Copy of the incorporation papers of the legal person and copy of the documents proving the registration of the legal person. To that effect, a Certification of the registration of the company including the articles of association in which the legal person is declared not to be either dissolved/settled, or in process of dissolution/settlement.
- c) Certification of VAT registration number.
- d) Information on the legal entity's beneficial owner as defined in Directive 2005/60/EC including the type of ownership or control they are exercising.
- e) List of Directors of the legal person. To that effect, a certification issued by the CEO of the legal person is provided with signatures legitimated by a Notary Public and informing on the position of the Directors within the company.
- f) A copy of the annual report or of the latest audited financial statements, or if no audited financial statements available, a copy of the financial statements stamped by the tax office or the financial director.
- g) Evidence to support the registered address of the legal person account holder, if this is not clear from previous documents.
- h) Criminal records of all people indicated in the list of Directors.

8. Documentation<sup>4</sup> regarding **each of the Account Holder representatives**:

- a) Documentation that corroborates the identity of each of the Account Holder representatives; this may be a copy of one of the following documents:
  - Identity card issued by one of the Member States of the European Economic Area or of the Organisation for Economic Co-operation and Development;
  - Passport.
- b) Documentation that corroborates the permanent residency details of each of the Account Holder representatives; this may be a copy of one of the following documents:
  - Identity document presented in accordance to the previous section if it contains details of the permanent address;
  - Any other identity document issued by a State and which contains the permanent address details;
  - If the permanent residency country does not issue identity documents that contain details of the permanent address, a statement by the local authorities confirming the permanent residency of the Account Holder representatives;
- c) Criminal records of each of the Account Holder representatives.

## 9. Rules and Security Advice.

All physical documentation should be sent in Spanish (English version is only for translation purposes) to the following address (it could additionally be advanced by e-mail: correo.titulares.renade@grupobme.es):

IBERCLEAR – RENADE  
Palacio de la Bolsa  
Plaza de la Lealtad, 1  
28014–MADRID

- <sup>1</sup> **Authorised Representatives:** Appointed by the Legal Representative to manage the Person Holding Account within the Union Registry having therefore direct access to the account through the Union Registry interface. At least two Authorised Representatives should be appointed (up to a maximum of four) which should be different people and of legal age. This Authorised Representatives should also inform of a cell / mobile phone and an e-mail address which should be different for each of them. This requirement is mandatory in order to access the Union Registry. For security reasons, e-mail domains such as yahoo, hotmail, gmail, aol, etc will not be accepted.
- <sup>2</sup> **Additional Authorised Representatives (optional):** Pursuant to article 23.3 of Commission Regulation (EU) 389/2013 of 2 May. You can nominate until ten Additional Authorised Representatives.
- <sup>3</sup> **Legal Representative:** Person representing the company before the Union Registry (in case of a legal person) and in charge of appointing the rest of Authorised Representatives. All accounts must have at least one Legal Representative which could also be one of the Authorised Representatives.
- <sup>4</sup> Any copy of a document that is provided as documentary evidence in the framework of this process must be certified as a true copy by a notary public.  
Regarding documents issued outside Spain, **the copies must be legalized.**  
The date of certification or legalization must not be more than **three months prior** to the date of application.