

Support guidelines for filling in the Corporate Deposit Account Opening Form(s)

All fields presented in the Deposit Account formularies are mandatory insofar as they fulfil a legal obligation or contribute to a proper analysis of the Client.

A. About the fields and questions presented at schedule 1 | Deposit Account Holder identification

Corresponds to the identification of the activity pursued by the entity, which in the case of companies subject to commercial registration, for example, coincides with the information entered in the commercial registration certificate.

Object

Identification of the activity pursued by the entity, which in the case of, for example, companies subject to commercial registration, is the same as the information entered in the commercial registration certificate.

Registered address

Full address of the registered office must be indicated (or when the entity, by its nature, does not have a registered office, the address of the establishment where the activity is carried out).

Other Relevant Address

If, in addition to the address specified above, there is another equally relevant address, such as a branch or the address of the place where the business is carried on (if different from that of the head office).

NACE Code (Statistical classification of economic activities)

Economic activity code (where applicable) from the Portuguese Classification of Economic Activities, Revision 3. Assigned and verifiable on [Nace Rev. 2k](#).

It is subject to commercial registration?

In the case of a company subject to commercial registry, it is necessary to submit the certificate code that enables Banco Finantia to extract the permanent certificate online. In case of not subject to commercial registry, it is required a certified copy of the proof of its legal incorporation.

Is it obliged (and not exempt) of central ultimate beneficial owner registry?

Most companies and similar entities established in the European Union and other parts of the World, are obliged to i) register their ultimate beneficial owner(s) before the competent public authority, and ii) to identify him/them when opening a deposit account. If you are an entity registered outside Portugal or you are exempt from registering the beneficial owner, it will be necessary to provide proof of such registration or a declaration stating the reason for the exemption.

Does it have income or activity in a country which is (i) a high-risk third country (ii) subject to restrictive measures or (iii) considered an offshore tax haven?

Under the current legal framework, there are jurisdictions with a special risk classification that require specific frameworks and procedures to be followed. If this is confirmed, either (i) through the income obtained there or (ii) by virtue of the activity carried out, that the Client has a link to any of these jurisdictions, it is necessary to complete **Annex T**.

This includes countries outside the European Union that are included in the list of High Risk Third Countries because they have been identified as having deficiencies in the regulation of the prevention of money

laundrying and combatting of terrorism, as well as countries that have been approved by the United Nations Security Council and the European Council as having restrictive measures (sanctions programmes) and, finally, jurisdictions considered by the Portuguese authorities to be tax havens/offshore zones.

To find out which jurisdictions are included in some of these lists, you can consult the tables.

Countries subject to restrictive measures ¹

Afghanistan	Lebanon	Serbia
Belarus	Libya	Syria
Bosnia and Herzegovina	Mali	Somalia
Burundi	Myanmar (Burma)	Sudan
China	Moldova	South Sudan
Guatemala	Montenegro	Tunisia
Guinea	Nicaragua	Turkey
Guinea-Bissau	Niger	Ukraine
Haiti	North Korea	Venezuela
Yemen	Central African Republic	Zimbabwe
Iran	Democratic Republic of the Congo	
Iraq	Russia	

High-risk third countries ²

Afghanistan	Laos PDR,	South Africa
Algeria	Lebanon	South Sudan
Angola	Mali	Syria
Burkina Faso	Monaco	Tanzania
Cameroon	Mozambique	Trinidad and Tobago
Côte d'Ivoire	Myanmar	Vanuatu
Democratic Republic of the Congo	Namibia	Venezuela
Haiti	Nepal	Vietnam
Iran	Nigeria	Yemen
Kenya	North Korea	

Offshore Jurisdictions - Tax Havens (offshore ³)

Andorra	Guam	Liechtenstein
Anguilla	Isle of Man	Macau
Antigua and Barbuda	Niue	Malaysia
Netherlands Antilles	Pitcairn Islands	Mauritius
Aruba	Kiribati	Myanmar (Burma)
Bahamas	Saint Pierre and Miquelon	Monaco
Bahrain	Tokelau	Montserrat
Barbados	Norfolk Island	Nauru

Belize	Tuvalu	Nigeria
Bolivia	Bermuda	Oman
Brunei	Cayman Islands	Panama
Cape Verde	Cocos (Keeling) Islands	Pakistan
Cyprus	Cook Islands	French Polynesia
Costa Rica	Channel Islands ⁴	Puerto Rico
Dominica	Falkland Islands (Malvinas)	Qatar
Egypt	Fiji	Western Sahara
United Arab Emirates	South Georgia and the South Sandwich Islands	American Samoa
Federated States of Micronesia	Maldives	Samoa
Eswatini (formerly Swaziland)	Northern Mariana Islands	Saint Lucia
USA (State of Delaware)	Marshall Islands	Saint Kitts and Nevis
USA (State of Nevada)	Christmas Island	San Marino
USA (State of Oklahoma)	Palau	Sao Tome and Principe
USA (State of Wyoming)	Solomon Islands	Saint Vincent and the Grenadines
USA (Minor Outlying Islands)	Svalbard and Jan Mayen	Seychelles
USA (Virgin Islands)	Turks and Caicos Islands	Singapore
Philippines	British Virgin Islands	Saint Helena, Ascension
		Tristan da Cunha
The Gambia	Indonesia	Switzerland
Gibraltar	Iran	Tonga
Grenada	Jamaica	Trinidad and Tobago
Guatemala	Djibouti	Turkmenistan
Guyana	Jordan	Ukraine
Honduras	Kuwait	Uruguay
Hong Kong	Lebanon	Uzbekistan
Yemen	Liberia	Vanuatu

¹ Restrictive measures approved by the European Union or the UN

² List considers jurisdictions thus qualified by the European Union and the FATF

³ Jurisdictions that qualify as tax havens under Portuguese law

⁴ Alderney Guernsey, Jersey, Great Stark, Little Stark, Herm, Brechou, Jethou and Lihou

Is the client a non-profit organisation?

Please note that a non-profit organization (NPO) is an entity primarily engaged in raising or providing funds for charitable, religious, cultural, educational, social, or solidarity purposes. If the client confirms that it is an NPO, completion of the NPO Annex and the possible submission of supporting documentation is required.

Are you a US Person?

This question is relevant to process information of a person who has to fulfil tax obligations in the United States of America (USA). If the Client is established in the USA, it is necessary to complete the applicable W8 form, available on the website of the IRS - Internal Revenue Service tax authority. This obligation extends

to cases where, even without an establishment in the USA, the Client earns income or carries on business there. Further information can be found on the official websites: <https://www.irs.gov/pub/irs-pdf/tw8ben.pdf>
<https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

If it is an entity carrying out commercial activity, please identify the option for turnover

This information is used for “client profiling” and compliance monitoring.

B. On the questions set out in the Representative identification form (Representative Annex)

Preliminary background note - the representative invested with the powers to give instructions to the Bank, in particular to operate the account, will be the one legally recognised in that capacity or invested by power of attorney.

The **Particular Conditions** ask for the identification of each Representative in an appropriate identification form (**Representative Annex**). Because it is also necessary to identify, in addition to these person(s), other person(s) who, not having powers of representation in respect of the account, has/have the status of (i) holder of share capital or relevant voting rights, (ii) beneficial owner, or (iii) “member of the governing body”, identification forms have also been prepared for completion, in the event of the situations explained, in sequential order.

Are you a Governing Body Member?

The procedure of fully identifying the Client and its Representative(s) also includes the obligation to identify the person(s) belonging to its governing body (e.g. manager, director). If the person identified with powers to operate the account (Representative) also holds the status of Governing Body Member, they must confirm this.

Do you have an interest in the company’s capital (or voting rights) of 5% or more?

The procedure to fully identify the Client includes identification of person(s) - natural or legal - with ownership of the company’s capital or voting rights (e.g. member, shareholder). Anyone with a shareholding and voting rights equal to or greater than 5% must be identified. If the person identified as the Representative with powers to operate the account also has this status, their confirmation in this annex uses the identification procedure for member(s)/shareholder(s). In the case of a Client which by its nature does not have share capital (e.g. an association), it is sufficient to answer “no”.

Are you (or have you been) (i) a politically exposed person (PEP), (ii) a close family member of a PEP, (iii) closely associated with a PEP or (iv) a holder of other political or public office?

If you answer yes to any of these questions, you must complete an additional annex - **Annex PEP**.

A **Politically Exposed Person** (hereafter PEP) is a natural person who holds (or has held in the last 12 months) in any country or jurisdiction, prominent public office at a senior level: (i) Head of State, Head of Government and members of the Government, including ministers, secretaries and senior officials, and (ii) Members of Parliament or other members of parliamentary chambers (iii) Judges of the Constitutional Court, the Supreme Court of Justice, the Supreme Administrative Court, the Court of Auditors and members of supreme courts, constitutional courts and other high-level judicial bodies of other states and international organisations (iv) Representatives of the Republic and members of the self-government bodies of autonomous regions, (v) Ombudsman, State Counsellors, and members of the National Data Protection Commission, the Superior Council of the Judiciary, the Superior Council of Administrative and Tax Courts, the Attorney General’s Office, the Superior Council of the Public Prosecutor’s Office, the Superior Council

of National Defence, the Economic and Social Council, and the Regulatory Entity for the Media, (vi) Heads of diplomatic missions and consular posts, (vii) General Officers of the Armed Forces and the National Republican Guard (GNR) in effective service, as well as the Chief Superintendents of the Public Security Police (PSP), and General Officers of the Armed Forces in effective service, (viii) Presidents and councillors with executive functions in municipal councils, (ix) Members of the management and supervisory bodies of central banks, including the European Central Bank, (x) Members of the management and supervisory bodies of public institutes, public foundations, public establishments and independent administrative bodies, however appointed, (xi) Members of the administrative and supervisory bodies of entities belonging to the public business sector, including the corporate, regional and local sectors, (xii) Members of the executive governing bodies of national or regional political parties, (xiii) Directors, deputy directors and members of the board of directors or persons performing equivalent functions in an international organisation.

A Close Family Member - On the question presented on the form: “are you a close family member of a PEP?” To clarify: a close family member is considered to be (i) the spouse or cohabiting partner of the PEP, (ii) the relatives and family members up to 2nd degree, in the straight or collateral line of the PEP, (sibling, grandparent, son-in-law/daughter-in-law, brother-in-law/sister-in-law, aunt, uncle, niece and nephew), (iii) cohabiting partners of the relatives of the PEP referred to in (ii) insofar as they do not have kinship status and persons who in other legal systems occupy similar positions.

A Person Known to be Closely Associated is any natural person known to be co-owner with PEP of a company, or to have an interest in the share capital (or voting rights) of a company or the assets of a legal arrangement known to have a PEP as a beneficial owner, or any natural person known to have a business or professional relationship with a PEP. A Holder of Other Political or Public Positions is any natural person who is not qualified as a PEP, but holds or has held in the last 12 months relevant political positions with executive functions, which will be the case of members of the executive bodies of local authorities, members of the executive bodies of metropolitan areas and inter-municipal entities, those of other forms of municipal associations, members of the executive bodies of political parties at national and autonomous region levels, candidates for President of the Republic (while in that capacity), public managers and members of the board of directors of a public limited company exercising executive functions, members of the governing body of a company in which the State has a stake when appointed by the State, members of the governing body of companies in the business, regional or local sectors, members of the governing body of public institutes, members of the board of directors of independent administrative bodies, holders of 1st and 2nd degree senior management positions, and equivalent, senior managers of municipal councils and municipal services, when these exist, heads of office of members of the governments of the Republic and regional governments and representatives or consultants mandated by the governments of the Republic and regional governments in processes of concession or sale of public assets.

Do you have a foreign tax number?

The identification of any tax numbers assigned by foreign jurisdictions provides a framework for the tax treatment of income paid and made available, particularly for the purposes of complying with reporting obligations.

Are you a Beneficial Owner?

The beneficial owner is the natural person (or natural persons) who ultimately owns or controls the Client and/or the natural person (or natural persons) on whose behalf the deposit account is opened. The criterion used as a reference is the holding of a relevant stake in the capital of the company (directly or indirectly) or being granted executive management powers. The person(s) identified in this capacity must coincide with those declared to the Institute of Registries and Notaries when fulfilling the obligation of central registration

of the beneficial owner. When asked for details of indirect shareholdings, it will be sufficient to specify the percentage of share capital held in the company that in turn holds a share in the Client's capital.

E.g. the Client is 25% owned by entity X; entity X is in turn 100% owned by Representative Y. Therefore Representative Y declares 100% ownership of entity X.

Final note on completion

Please complete one copy of the **Representative Annex** for each person with powers to operate the deposit account. If, in addition to Representative(s) with powers to operate the account, there are other person(s) with the status of (i) Holder(s) of shares in the capital and voting rights of 5% or more, (ii) Beneficial owner, or (iii) Member(s) of the governing body, it is still necessary to complete the applicable annex(es).

For this purpose, please go to the **Share Capital Annex** and follow the completion guidelines provided.

Documentation required to open a deposit account

The identification details that are filled in on the deposit account opening or update/change form and additional annexes require in some cases the submission of supporting documents. The generally appropriate ones are specified here. Once the forms and general conditions have been submitted - completed and signed - the opening of the deposit account may take up to five (5) working days, for any steps taken by the Bank necessary to verify the sufficiency of the documentation and declarations submitted. The Bank may, in the course of these enquiries, request further clarifications or the submission of any necessary documentation. If the verification is not fully completed within a maximum of 60 days from the date of submission of the forms and general conditions, the Bank will then have to close the deposit account. The deposit account may not be debited while the verification/proof procedures are in progress.

1. Documentation required relating to the Client

The evidence required to open an account varies depending on the nature of the Client.

Commercial company (sole proprietorship, private limited or public limited)

If the Client is a company required to be registered in Portugal, it is sufficient to provide (i) the commercial certificate consultation code, (ii) the code that enables the RCBE consultation. As an alternative to the commercial certificate consultation code, it will be necessary to provide a certified copy of the updated Commercial Registry Certificate. Submission of the Annual Report and Accounts/IES is also requested.

Association

In the case of an association, provision of the following is requested (i) the card issued by the National Registry of Legal entities or other public document containing the identification number of the legal entity (ii) the certificate of constitution of the association (iii) and its statutes (updated version), (iv) a written statement (letterhead) indicating the representatives with powers to operate the account and/or minutes with evidence of the appointment of the governing body and method of binding, and also (v) the code that enables RCBE consultation.

Cooperative

The following is requested (i) the card issued by the National Registry of Legal entities or a public document containing the legal entity identification number, and (ii) its statutes (updated version).

(iii) The RCBE consultation code is also required.

Foundation

The following is requested (i) the card issued by the National Registry of Legal Entities or other public document containing the identification number of a legal entity and also (ii) the deed of incorporation or act of recognition (publication in Diário da República) (iii) and its statutes (updated version), (iv) written statement (letterhead) indicating the representatives with powers to operate the account and / or minutes with evidence of the appointment of the governing body and method of binding. In addition, (v) the RCBE consultation code is required.

State Owned Company

The following is necessary (i) the reference to the publication in Diário da República of the legislative act of creation and statutes, (ii) the card issued by the National Registry of Legal entities or document or public document containing the legal entity identification number, and (iii) the order appointing the members of the governing board. If the representatives with powers to operate the account do not belong to the governing board, a declaration identifying the representatives with powers and conditions of operation will be required.

Institute, Mutual Association and Charity

The following is necessary (i) public evidence of the recognition of the quality of IPSS, Mutual Association or Misericórdia (eg. official publication in Diário da República of the Decree relating to its constitution) and the statutes (ii) the minutes containing the resolution appointing its members and in particular the representatives with powers to open and operate a bank account, and (iii) the RCBE consultation code.

Investment Fund (SICAV, SICAF, OII, SICAFI, SICAVI)

Taking into account the various options that can be profiled in the opening of a deposit account held by a CIU, the Bank's services will request prior clarifications to analyse the case and give guidance on the delivery of the necessary evidence.

Condominium

The following is necessary (i) to show the card issued by the National Registry of Legal Entities or the public document containing the legal entity identification number and (ii) the most current minutes of the condominium meeting identifying the condominium managers appointed to operate the deposit account. If the condominium meets these cumulative conditions - its overall asset value under the terms of the applicable tax rules exceeds €2,000,000.00 and there is a single owner or owners in a control relationship (with a proportion held greater than 50%) - it is also necessary to provide (iii) the code that enables RCBE consultation.

Estate

An inheritance in abeyance is an autonomous estate pending the completion of the division process between the authorised heirs (legal and voluntary heirs). The following documentation must be submitted: (i) death certificate, (ii) authorisation of heirs and (iii) the stamp duty settlement note.

Fiduciary fund (trust)

In view of the various options that may be envisaged in opening a deposit account held by a trust fund, the Bank's services will request prior clarification to analyse the case and give guidance on the submission of the necessary evidence.

2. Documentation concerning the authorised representative(s) with powers to operate the account

1) The identity of the representative(s) requires the submission of certified evidence. Electronic means of proof of identity are preferably accepted, such as the Digital Certificate of the Citizen Card. Alternatively, a copy of the identification document (Citizen Card or Identity Card or, when not issued in Portugal, passport or

other legally accepted alternative), certified by a notary or lawyer, is also accepted. If the original identification document is shown by its holder when the forms and documentation required to open the deposit account are submitted in person, the certification of the copy of the identification document may be conducted by Banco Finantia's front officer.

2) A simple copy of the taxpayer card (when the identification document submitted in response to the previous point does not include the tax number).

3) Copy of proof of address (electricity, water or gas bill, local authority certificate, tax authority certificate or any other document that clearly proves the address).

4) Copy of the proof of profession that includes the name of the employer or the entity to which services are provided (payslip, employer's declaration or other that can unequivocally prove the profession declared in the form). Proof of profession may also be provided by presenting a professional organisation card or by referring to an email address (link) with evidence of registration.

In the case of a sole proprietor and in the case of an activity started less than one year ago, a declaration of commencement of activity, or, when started more recently, IRS Model 3 declaration for the last calendar year.

In the case of a voluntary representative (proxy), the original power of attorney must be shown (for a copy to be kept) or a certified copy must be provided.

5) If the Representative is tax resident in another country (not tax resident in Portugal), a copy of the document issued by the Portuguese tax authorities with the corresponding Portuguese tax number is required. If this does not yet exist, the Bank's services will request it from the Tax Authority.

3. Documentation relating to the beneficial owner

Only in the event that the person(s) identified as the beneficial owner(s) is not the same as the Representative(s) with powers to operate the account (already proven), it is necessary to submit a simple copy of their identification document. This evidence is waived if the Client is a listed company.