

## Fina e-Services Application

### Business Entity Information

Name	<input type="text"/>	
Company number (MB)*	<input type="text"/>	Personal ID No. (OIB) <input type="text"/>
Unique Master Citizen Number*	<input type="text"/>	
City/town, street address and no.	<input type="text"/>	
Phone	<input type="text"/>	Fax <input type="text"/>
E-mail address	<input type="text"/>	

\* Please enter the company number, company number together with the unit in the system or citizen master number. If the Business Entity submits the R-Sm Form with the citizen master number field filled in, both the company number and the citizen master number have to be entered.

### Fina e-Services User Information - the user shall be designated by the authorized representative (User is the person holding digital certificates on Fina e-card or USB Token)

User Name and Surname	<input type="text"/>	
Name of the Business Entity**	<input type="text"/>	
Unique Master Citizen Number	<input type="text"/>	
Personal ID No. (OIB) of the User	<input type="text"/>	
City/town, street address and no.**	<input type="text"/>	
Phone**	<input type="text"/>	Fax** <input type="text"/>
E-mail address	<input type="text"/>	

\*\* Please fill in if the information differs from the information furnished under Business Entity Information

### ☐ e-Regos

The e-Regos web service encompasses:

- Submission of R-Sm Forms to the REGOS System in Fina over the web, but only if payment was made and the R-Sm Form for the period from 1 January 2005 to 31 December 2013 has not been submitted, or in case of corrections to the already submitted R-Sm Forms - the R-Sm Correction Form
- Download of files with Specification Errors in contribution calculation itemized per insured person
- Download of information pertaining to unsuccessfully associated R-Sm forms and payment orders for compulsory pension insurance contributions based on individual capitalized savings
- Verification of membership of insured persons in the second pillar compulsory pension fund

☐ Submission of R-Sm Forms on behalf of another business entity\*

\* If you have marked a service authorizing you to submit R-Sm Forms for another business entity, please submit the application form together with the power of attorney of the person authorized to represent the grantor. The Power of Attorney Form is available for download at [www.fina.hr](http://www.fina.hr).

### ☐ WEB RGFI

(Please mark the services you wish to use with an "x")

- ☐ Submitting and signing annual financial statements and documents intended for publication
- ☒ Downloading annual financial statements (mandatory service)
- ☐ Submitting and downloading statistical reports
- ☐ Submitting and signing annual financial statements/statistical reports on behalf of another business entity\*

\*If you have selected the option Submitting and signing annual financial statements/statistical reports on behalf of another business entity", which means that another business entity authorized you to submit and sign the reports (GFI and documents for publication and/or STATISTICS), please submit the application form together with the power of attorney of the person authorized to represent the grantor. The Power of Attorney Form is available for download at [www.fina.hr](http://www.fina.hr).

## ☐ WEB-BON

The WEB-BON service encompasses downloading creditworthiness information in form of BON-1 in Croatian, English and German.

## ☐ WEB Registry of Concessions

(Please mark your user category with an "X")

### ☐ Authorized Users

Supervising Body ☐

Concession Provider ☐

Concessionaire ☐

### ☐ Other users

**As the Concession Provider, I wish to be granted the following rights:**

☐ Viewing

☐ Entry and viewing

## ☐ e-Blockade

(Please mark the services you wish to use with an "X")

☐ Viewing information, i.e. enforcement titles, pertaining to the distrainee

☐ Viewing information, i.e. enforcement titles, pertaining to the distrainor

☐ Viewing information, i.e. enforcement titles, on behalf of another business entity – the grantor of Power of Attorney\*

\*If you have selected Viewing information, i.e. enforcement titles, on behalf of another business entity – the grantor of Power of Attorney, please submit the application form together with the original Power of Attorney demonstrating that the grantor (distrainee and/or distrainor) has authorized you to make requests to view information on the grantor's behalf using e-Blockade. The form of the power of attorney and the conditions to be met by the agent shall be established by Fina. The Power of Attorney Form is available for download at [www.fina.hr](http://www.fina.hr).

## ☐ e-Payment

Any business entity holding a transaction account with a bank which has contracted this Service with Fina may become a user of e-Payment. A list of banks that have a valid e-Payment service contract concluded with Fina is available at [www.fina.hr](http://www.fina.hr).

Transaction Account (Please mark with an "X" the rights per transaction account to be assigned to the user)			Balance	Entry	Signature*				
			individual 2 required super ** signature signatures signature						
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\* The person who has the right of signature shall automatically be granted entry rights, the right to check the transaction account balance and to download bank statements. The user who has been granted signature rights by the authorized representative does not need to be listed on the signature application form unless stated otherwise in the General Business Terms of the bank where the business entity holds its transaction account.

\*\* Please mark the option Super signature only if you have marked the option "2 required signatures"; in this case, the user shall also have "individual" signature rights.

If the user wants to download bank statements via e-payment service, he / she also fills out the Downloading statements via the e-payment service form.

In \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
Signature of the authorized representative  
(signature identical to the signature on the identification document)

Fina - application approved by:

Note:

\_\_\_\_\_  
Signature of Fina e-Service User  
(signature identical to the signature on the identification document)

In case of registration for the e-Payment service, the Application form for the use of FINA's e-service and the Downloading statements via the e-payment service form, with the signature of the authorized person for representation, should also be stamped unless the bank at which the transaction account was opened does not perform a stamp check or if the client has stated that they do not want to use the stamp.

A natural person in possession of a crypto device with two personal certificates shall have access to WEB RGFI, WEB-BON and e-Regos. By signing the application form, the business entity, i.e. the authorized representative, or the natural person, accepts the information to the Respondent about the processing of personal data collected by this Application form that are given on the next page of this Application form and accepts Financial Agency General Terms and Conditions of Use of Fina e-Services, which shall have the binding character of a contractual agreement. Fina reserves the right to modify the General Terms and Conditions, and it shall notify the User thereof.

Please submit the completed application form and the documents required for the issuance of digital certificates at the nearest Fina office. A separate application form has to be completed for each business entity.

## **Information to the respondent about the processing of personal data collected by Fina e- Services Application**

Head of Personal Data Processing: Financial Agency (cro. Financijska Agencija – Fina), Ulica grada Vukovara 70, 10 000 Zagreb, OIB: 85821130368, info@fina.hr / info phone 0800 0080

Fina Personal Data Protection officer contact adress: dpo@fina.hr

Personal data collected by this Fina e-Services Application are processed only for the purposes of registration and access to Fina e-services and are relevant for the realization of the contract in which the respondent is a party.

The recipient of personal data is Fina. The personal data collected by this Fina e-Services Application are not available to other recipients.

Personal data will be kept for 10 years from the moment of cancellation of the specific service or from the moment of expiration of the certificate, together with given service-using rights.

A person to whom personal data are related to, has the right to demand from Fina an access, correction, deletion, transfer and limitation of data processing and to file a complaint against the related personal data processing, assuming that the prescribed conditions are fulfilled.

The request for foregoing rights will be submitted in written form to the designated Fina business units whose list is published on internet adress: [www.fina.hr](http://www.fina.hr).

The Respondent may file an objection to personal data processing to the supervisory entity – Personal Data Protection Agency (cro. Agencija za zaštitu osobnih podataka), [azop@azop.hr](mailto:azop@azop.hr) .

## **Information to the respondent about the processing of personal data collected through the Fina e-Services Application - applies only to e-Payment service**

By signing this document, the respondent confirms that all data specified in this Application are correct, true and are made available to the processing manager by the will of the respondent, for the purposes of the e-payment service.

I declare that I am aware that:

- the manager of processing of personal data collected through this Application, is the bank where I have a transaction account
- on behalf of the bank, and on the basis of the contract, Fina is the executor of the processing of personal data collected through this Application
- the contact information of the Bank Personal Data Protection Officer is available at the bank where I have a transaction account,
- my personal data collected through this Application, and it's attachments, will be kept for the entire period of the e-Payment service agreement validity, in accordance with the regulations in the field of personal data protection including the General Data Protection Regulation (GDPR) (2016/679) and the Law on the implementation of GDPR, and after the termination of this contract, in accordance with archiving regulations for a period of 10 years from the moment of service cancellation or from the moment of certificate expiration, together with given service usage rights,
- I have right to demand from a bank where I have a transaction account, an access, correction, deletion, transferability and restriction of processing of my personal data, and to file a complaint against the related personal data processing, assuming that the prescribed conditions are fulfilled.
- The request for foregoing rights may be submitted in writing to the address of the bank where I have a transaction account
- Objection to the processing of personal data can be submitted to the supervisory body - Personal Data Protection Agency (cro. Agencija za zaštitu osobnih podataka), Zagreb, [azop@azop.hr](mailto:azop@azop.hr)

I am familiar with the General Terms and Conditions of the e-Payment service and they have been made available to me in electronic form on the Fina website.