III fina

FINA e-Invoice Web Service Application

1. BUSINESS ENTITY INFORMATION

Name

Company Number (MB) | Personal ID No. (OIB)

City/town, street address and no. | Postal Code

Country | ISO Country Code[1]

If one crafts business (only one company number) is co-owned by two natural persons (each natural person having a separate personal identification number), please designate the service user prior to logon to e-Invoice. If one natural person (one OIB) is the owner of more than one crafts business (each crafts business having a separate company number), each crafts business should be registered for e-Invoice separately, as a company (Personal Identification Number – OIB + Company number - MB - of the crafts business).

[1] ISO 3166, two-letter code; international country name abbreviation.

2. BUSINESS UNIT

Business unit information should only be entered if you wish to grant the rights for a single business unit (person or application) to the user. If you wish to grant the rights for more than one business unit to the user, please complete a separate application form for each business unit. Business Unit Code refers to the information that you have previously furnished in the document Application to Register a Company with Multiple Business Units for e-Invoice .

Business Unit Code

3. E-INVOICE USER INFORMATION - the user shall be designated by the authorized representative.

Please mark with an "X" the method that your company will use to access e-Invoice and fill out other information accordingly.

☐ **Portal application or file upload/download –** access using FINA e-card or USB token.

Please enter information on the user of the FINA e-card or USB token.

Name and Surname | Personal ID No.

City/town, street address and no.[2] | Postal Code

Phone

E-mail address

[2] Please enter the address of the company where the service user is located.

☐ **Web Service -** access using application and server certificate

Application name [3]

Server name (FQDN)[3]

[3] Application name and e-mail address should be the same as in the Application Form for the Issuance of Server, Application or VPN Certificates.

4. USER RIGHTS

Please mark one or more user rights. The user can be granted rights for more than one unit in the system of the business entity. A separate application form shall be filled out for each business unit. If your company accesses the service via a web service, i.e. using an application and server certificate, the following rights have to be assigned and associated with the certificate: Viewing and acceptance, and/or Signature and Sending, depending on whether you only wish to receive or to send invoices, or both.

User rights

☐ Entry ☐ Viewing and acceptance

☐ Signature and sending ☐ Sending payment notifications

☐ Access to all business units [4]

☐ Rights on behalf of another business entity[5]

[4] The right of access to all business units should only be marked in combination with one or more other rights. Depending on the combination of rights in the application form, the user who has been granted the Right to access all business units will automatically be granted all the marked rights for all business units of the relevant business entity that have previously been registered for e-Invoice. In that case, there is no need to enter a Business Unit Code.

[5] If another business entity has authorized you to use e-Invoice for its account and on its behalf, please mark the Rights on behalf of another business entity, and submit this Application Form together with the power of attorney of the person authorized to represent the grantor. Information and rights relating to your company should be entered and marked on this application form while the information about the grantor and the rights that will be assigned to you on behalf of the grantor should be entered in a separate power of attorney form. If you wish to use e-Invoice for the grantor only, and not for your own company, please mark only the Rights on behalf of another business entity in this application form and attach the power of attorney of the grantor listing the rights assigned to you by the grantor. The power of attorney form is available for download at www.fina.hr.

In accordance with Art. 80. of the Value Added Tax Act and Art.161 of the Ordinance on Value Added Tax, I hereby declare that, by selecting the right Viewing and acceptance, and/or Sending information about payment, and by signing this Application Form, I have agreed to receive invoices in an electronic format from all my suppliers through Fina´s e-Invoice system.

In _____ , on _____

Name and surname of the authorized representative

_____ | _____
Signature of the service user | Signature of the authorized representative

To be filled in by FINA employee

Date | Signature | Stamp

III fina

Information to the respondent about the processing of personal data collected by e-Invoice Web Service 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 information: dpo@fina.hr

Personal data collected through this e-Invoice Web Service Application are processed only for the purposes of registration and access to FINA eInvoice service 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 e-Invoice Web Service Application are not available to other recipients.

Personal data will be kept for 12 years from the moment of service cancellation or the moment of certificate expiration, 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.

The Respondent file an objection to personal data processing to the supervisory entity – Personal Data Protection Agnecy (cro. Agencija za zaštitu osobnih podataka), Selska cesta 136, Zagreb, azop@azop.hr, www.azop.hr