

APPLICATION FORM for contracting the Fina e-Invoice PLUS package

1. DATA ON THE BUSINESS ENTITY

When two natural persons (with individual PID numbers) are owners of one registered activity (one Statistical identification number (MB)), this Application Form serves the purpose of deciding whose PID will be used for contracting the package. If one natural person (one PID) has multiple registered activities (each with a different Statistical identification number), a separate Application Form must be filled for each activity.

Name

MB PID

Address (city, street name and number) Post office number

Country Country ISO code*

*ISO 3166, two-letter code; international abbreviation for the country (e.g.: HR).

2. BUSINESS UNIT

If you have multiple business units, **you must first register them** by filling out the Application Form for registering a business entity with business units for the Fina e-Invoice PLUS package services.

Here, you can allocate rights to the user **for one or more business units**. If you want to allocate **different rights** to a user (see "User rights") for multiple business units, you must fill out this Application Form with the corresponding code for each. If you want to allocate the **same rights** for all business units, then the code is not entered, and it is sufficient to fill out only this Application Form with prior registration of the business units.

The code of the business unit must correspond to the one stated in the Application form for registering business units.

Code of the business unit

3. CROSS-BORDER INVOICE EXCHANGE

PEPPOL user

Indicates the service for sending and receiving cross-border electronic invoices via the PEPPOL network.
This service is subject to additional fee in accordance with Fina's standard price list and the applicable Terms of Service.

4. DATA ON THE USER OF THE SERVICE

The person authorised to represent **determines the user of the services** Fina e-Invoice, Fina e-Archive and Fina Factoring platform.

Mark one of the two offered ways to access the listed services with an X and fill in the corresponding data below.

You must choose one option!

Access via Fina crypto device (USB stick/e-card)

This selection allows you to access services Fina e-Invoice, Fina e-Archive and Fina Factoring platform **via the web application**. Please, enter the data of the user of digital certificates on the Fina crypto device (USB stick / e-card). **All data is required.**

First and last name of the PID

Address (city, street name and number)

Phone

E-mail

Access via application and/or server certificate

This selection allows you **direct connection** with the services Fina e-Invoice, Fina e-Archive via the **accounting programme** you are using. You can also use your application certificate to access the web app Fina e-Archive ad Fina Factoring platform.

Name of application certificate

Server name (FQDN)*

E-mail address of business entity**

* **Server certificates** may only be used with web services that function via asynchronous messaging. In case of synchronous exchange, this certificate is not required.

** E-mail address is required.

5. PRICE PACKAGE

The Package e-Invoice PLUS is a set of Fina services composed of the Fina e-Invoice service for business units, Fina e-Archive service and Fina Factoring platform service that offers different benefits to Fina e-Invoice PLUS package users according to the Terms of Use.

- | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------------|
| <input type="checkbox"/> XS 15 | <input type="checkbox"/> S 30 | <input type="checkbox"/> S 55 | <input type="checkbox"/> S 80 | <input type="checkbox"/> S 120 | |
| | | | | | <input type="checkbox"/> XL (650+) |
| <input type="checkbox"/> M 200 | <input type="checkbox"/> M 300 | <input type="checkbox"/> M 400 | <input type="checkbox"/> L 500 | <input type="checkbox"/> L 650 | |

6. USER RIGHTS

The user can be allocated **one or more rights** for using the service.

To use the Fina e-Archive service, **one right must be chosen**: "Administrator" or "User". The right "User" can be allocated only if at least one user has previously been assigned the "Administrator" right.

Fina e-Invoice	Fina e-Archive	Fina Factoring platform
<input type="checkbox"/> Entry	<input type="checkbox"/> Administrator ³	<input type="checkbox"/> Seller - overview ⁵
<input type="checkbox"/> Signature and dispatch	<input type="checkbox"/> User ⁴	<input type="checkbox"/> Seller - signature ⁶
<input type="checkbox"/> Overview and retrieval	<input type="checkbox"/> Access to all business units	<input type="checkbox"/> Debtor ⁷
<input type="checkbox"/> Subject Payment notification dispatch	<input type="checkbox"/> Rights in the name of another business entity ²	<input type="checkbox"/> Rights in the name of another business entity ²
<input type="checkbox"/> Access to all business units ¹		
<input type="checkbox"/> Rights in the name of another business entity ²		

Note: If you access Fina's e-Invoice by application certificate, you must select the right "Overview and retrieval" and/or "Signature and dispatch", depending on whether you need to receive, send, or perform both functions related to e-Invoices. If you access the Fina Factoring platform by application certificate, you cannot choose the right "Seller - signature" and "Debtor", because a Fina crypto device is necessary for signing documents (USB stick/e-card).

¹ **Access to all business units** - if you want to allocate to the user the same rights for all business units, select the right "Access to all business units" here.

² **Rights in the name of another business entity** - if you are using the service in the name of another entity, select the option "Rights in the name of another business entity" Attach an Authorisation to the Application Form in which your authoriser should indicate the rights he or she grants you. The Authorisation form is available on the web page www.fina.hr.

³ **Administrator** - an authorised person with rights to access all functionalities of the Fina e-Archive. He may manage all electronic documents and content, and allocate rights to other users for certain registers.

⁴ **User** - person to whom the Administrator allocated rights to access and use a certain register in the Fina e-Archive.

⁵ **Seller - overview** - it allows the seller of claims to have access to the documentation that is the subject of factoring and to all associated options and information.

⁶ **Seller - signature** - includes all rights from the item "Seller - overview", with additional option of signing documents.

⁷ **Debtor** - enables the user to view documentation related to factoring and the right to sign it.



According to Article 80 of the Law on value added tax and Article 161 of the Ordinance on the value added tax, I declare that, by selecting the right Overview and reception and/or Payment notification dispatch and by signing this Application Form, I agree to receive invoices from all my suppliers delivered via the e-Invoice service.

In _____, date _____
(city) (date) (name and last name of the of person authorised to represent)

(server user's signature) (signature of person authorised to represent)

To be filled in by FINA employee

Date	Signature	Stamp
_____	_____	

Information to the subject* about the processing of personal data collected by this Application Form for contracting the Fina e-Invoice PLUS package

Personal data processing manager: Financial agency, Ulica grada Vukovara 70, 10 000 Zagreb, PID: 85821130368, info@fina.hr / info phone 0800 0080

Contact data of the Personal Data Protection Officer: dpo@fina.hr.

Legal basis and purpose of data processing: The personal data collected by this Application Form for contracting the Fina e-Invoice PLUS package are processed for the purpose of accessing services Fina e-Invoice, Fina e-Archive and Fina Factoring platform and are necessary for the execution of the Agreement in which the subject is a party (Article 6.1.b of the General Data Protection Regulation).

Recipient of personal data: personal data collected by this Statement will not be handed over to other recipients.

Storage of personal data: Personal data will be stored in the manner specified by archiving regulations, for a period of 10 years from the cancellation of the service or from the expiration of the certificate to which the rights to use the service relate.

Rights of the subject: The subject has the right to request from Fina the access, correction, cancellation, transfer and limitation of processing and file a complaint against processing of personal data relating to him, if regulated requirements are met. A request regarding the above-mentioned rights may be submitted at any Fina business unit, in writing to the address of the data manager or to the e-mail address of the Data Protection Officer.

Complaint about the processing of personal data: The subject has the right to file a complaint about the processing of personal data to the address of the supervisory body - Agency for Personal Data Protection, to the e-mail address azop@azop.hr or through an online form at www.azop.hr.

The complaint about processing personal data may be submitted to the supervisory body - Agency for Personal Data Protection, Selska cesta 136, Zagreb, azop@azop.hr , www.azop.hr.

*The subject in the context of this application form is an authorised person and user of the Fina e-Invoice service, Fina e-Archive and Fina factoring platform, whose data is collected by this Application Form.