

AUTHORISATION for contracting the Fina e-Invoice PLUS package

by which I, _____
(name and last name of the of person authorised to represent - authoriser)

from _____
(address and registered office zip code of the person authorised to represent - authoriser)

as person authorised to represent _____

(name, address and registered office zip code, PID and Statistical identification number of the business entity - authoriser)

Code of the business unit*

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* 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 proxy for one or more business units. If you want to allocate different rights for multiple business units, you must fill out a separate Authorisation 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 Authorisation 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.

GRANT AUTHORISATION

(first and last name of the person within the proxy business entity that will be granted authorisation* or the name of the application certificate of the proxy and the e-mail address of business entity**)

* Data is not mandatory. It is entered if the authoriser wants to grant authorisation to a certain person within the proxy business entity.
** Data is mandatory.

from _____
(address and registered office zip code and PID of the person within the proxy business entity that will be granted authorisation)

(name, address and registered office zip code, PID and Statistical identification number of the business entity - proxy)

to, in the name and for the account of the business entity which I represent as a responsible person, use the services Fina e-Invoice, Fina e-Archive and Fina Factoring platform, and grant them the following rights:

1) USER RIGHTS

The user may 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" may be allocated only if at least one user has previously been assigned the "Administrator" right.

Fina e-Invoice

- Entry
- Signature and dispatch
- Overview and retrieval
- Payment notification dispatch
- Access to all business units¹

Fina e-Archive

- Administrator²
- User³
- Access to all business units¹

Fina Factoring platform

- Seller - overview⁴
- Seller - signature⁵
- Debtor⁶

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 select the right "Seller - signature" and "Debtor", because a Fina crypto device is necessary for signing documents (USB stick/e-card).

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.

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 units here.

² **Administrator** - an authorised person with rights to access all functionalities of Fina e-Archive. He may manage all electronic documents and content, and allocate rights to other users for certain registers.

³ **User** - person to whom the Administrator allocated rights to access and use a certain register in the Fina e-Archive service.

⁴ **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.

⁵ **Seller - signature** - includes all rights from the item "Seller - overview", with additional option of signing documents.

⁶ **Debtor** - enables the user to view documentation related to factoring and the right to sign it.

A copy of an identification document of the person authorised to represent the Authoriser must be attached to the authorisation. The authorisation is valid until revoked and may be only used in purposes previously stated and may not be used in other purposes.

Statement of the authoriser

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 authorisation, I agree to receive invoices delivered via the service e-Invoice for business entities.

I declare that I am familiar with General Conditions for using the Fina e-invoice PLUS package.

With my signature, under criminal and material liability, I guarantee the accuracy of all the information provided.

In _____, date _____

First and last name of the
person authorised to represent/authoriser

Signature of the
person authorised to represent/authoriser
(identical to the signature on the identification
document)

First and last name of the
person authorised to represent/proxy

Signature of the
person authorised to represent/proxy
(identical to the signature on the identification
document)

Information to the subject* about the processing of personal data collected by this Authorisation 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 Authorisation for contracting the Fina e-Invoice PLUS package 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 the 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 Authorisation is an authorised person of the authoriser and/or proxy and/or the authorised person of the proxy.