

STATEMENT on the use of the certificate for utilising Fina’s e-Invoice PLUS package

by which I, _____

as the person authorised for representing the following business entities:

1) _____
 (name, registered office, PID and Statistical identification number of the business entity holder of Fina’s digital certificates on a Fina crypto device or application certificate)

2) _____
 (name, registered office, PID, Statistical identification number and e-mail address of the business entity in whose name and for whose account the service package will be used; all data is required)

Code of the 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 for multiple business units, you must fill out a separate Statement with the corresponding code for each. If you want to allocate the same rights for all business units, the code is not entered, and it is sufficient to fill out only this Statement, 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.

DECLARE

that I will use the Fina e-Invoice PLUS package in the name and for the account of the business entity stated under ordinal number 2 by using Fina’s digital certificates on a Fina crypto device or application certificate issued to the business entity stated under ordinal number 1.

I furthermore declare that, for the business entity under ordinal number 2, I will use the following rights for the services:

Fina e-Invoice

- Entry
- Signature and dispatch
- Overview and retrieval
- Payment notification dispatch
- Access to all business units¹
- Rights in the name of another business entity²

Fina e-Archive

- Administrator
- User⁴
- Access to all business units
- Rights in the name of another business entity²

Fina Factoring platform

- Seller - overview⁵
- Seller - signature⁶
- Debtor⁷
- Rights in the name of another business entity²

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 app 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 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” on the Application Form. Attach an Authorisation to this 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. They 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 access 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 statement, I agree to receive invoices from all my suppliers delivered via the Fina e-Invoice service.

I declare that I am familiar with the General conditions of use of the service Fina e-Invoice, Fina e-Archive and Fina Factoring platform and, as a person authorised for representing the business entity under no. 2, I undertake to pay the fee for using the package Fina e-Invoice PLUS that includes Fina e-Invoice, Fina e-Archive and Fina Factoring platform, for which I have issued this statement, according to Fina's price list.

With my signature, under criminal and material liability, I guarantee the accuracy of all the information provided.
The statement is valid until revoked and may be only used in purposes previously stated and may not be used in other purposes.

In _____, date _____

Signature of person authorised to represent

Information to the subject* about the processing of personal data collected by this Statement on the use of the certificate for utilising Fina's 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 Statement 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 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.

* In the context of this Statement, the subject is a person authorised to represent business entities whose data is collected by this Statement.