

- For deals with financial instruments, previously arranged between the parties, the clients have to present:

Requirements

- Notary certified contract for the purchase/sale between the parties of the deal
- Original document, certifying the ownership over the securities, subject to the deal
- For transfer of non-material financial instruments in the case of a donation and heritage, the clients have to present:
In the case of donation:
 - A written contract for donation, with notary verified signatures
 - Original document, certifying the ownership over the securities, subject to the donation
 In the case of heritage /excludes heritage through a will/testament/
 - Certificate of inheritor
 - If the inheritor is represented by a person with a Power of Attorney, the document needs to state the exact actions that the representative can perform on behalf of the client
 In the case of heritage through a will/testament
 - Certificate of inheritor
 - Notary verified copy of the will written in the required by the Law form with all the necessary requisites
 - Report by the notary for the announcement of the will
- For change in the details of the owner of the non-material financial instruments, correction of wrong details, clients have to present:
 - In the case of a change in the PIN, the client needs to present a certificate issued by ESGRAON or slujba “Grajdansko sastoqnie” to the corresponding municipality, for the names and the PIN of the individual.
 - The Court ruling or other document for the change in the name /document for marriage/ when the change in the personal details was caused by such a deed.
- For the issuance of duplicates of certificates and other actions foreseen in the rules and regulations of the corresponding depository institution, clients have to present:

Request against a identification document. The submission of the documents for the issuance of a duplicate is done by the owners /in person/. It is not allowed such an action to be performed by a proxy, aiming to ensure and protect the owner’s interests.