



Dear Customer,

This leaflet is addressed both to you, as a new or existing customer, and to persons dealing for once with banks operating in this country.

Its aim is providing information on your obligations according to the law as regards the data and information you are required to provide to your bank in order to adequately document your identity and income.



### 01. Why am I required to provide data to the bank?

According to relevant provisions which are in force both at European Union and international level, as they were incorporated in the Greek regulatory framework, **Law 4557/2018** and the **relevant Decision no. 281/5/17.3.2009 of the Bank of Greece Banking and Credit Committee, as applicable, the specific regulatory framework in Greece** was revised regarding the prevention of the use of the financial system for money laundering and terrorism financing purposes.

This framework intends to:

- ensure the integrity of the banking system, and
- protect the legal interest and safeguard the financial transactions of all persons carrying out such transactions.

In adhering to the abovementioned regulatory framework, **banks are obliged to refrain from executing a transaction unless they have confirmed and verified in advance the identity of the person involved in the transaction. In addition, they are obliged to request from their customers documentation**, such as legal establishment documents (for legal entities, their legal representatives and beneficial owners), customer identification documents (for individuals), income tax payment slip and/or tax return, transaction receipt etc., and maintain such documentation.

**Against this background, when a bank requests data for your transactions or the commencement or continuation of your banking relationship, you should know that it applies the requirements of applicable legislation, as it is obliged to do.**

### 02. How does a bank use the information I provide and any personal data contained therein?

According to **Law 4624/2019, Law 2472/1997**, as applicable and the **General Data Protection Regulation [Regulation (EU) 2016/679]**, the data you provide to banks you have business with:

- are safely collected and stored for such time as imposed by the abovementioned legislation;
- are solely used for the purpose of their collection, while
- any violation of the legislation by a bank result in very heavy penalties and fines.

### 03. What data will I be asked for and how will I certify it?

The required data are presented in the table below. According to an explicit provision of the **Law 4557/2018** (article 13) the income of a customer (individual or legal person) is verified by a bank on the basis of the recent administrative tax determination act.

In case you wish to open a bank account, hire a safety deposit box, receive a loan or carry out other transactions (credit transfer, remittance), the data required according to the legislation (whether you are the main beneficiary, co-beneficiary, primary debtor or guarantor) and the corresponding certifying documents are the following, as appropriate:

Data required according to Law 4557/2018 and Decision no. 281/5/17.3.2009 of the Bank of Greece Banking and Credit Committee, as applicable

Documents which indicatively may certify these details (as applicable)

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|-------------------------------------|---|
| 1. Full name and father's name      | • EU Member States' Identity Card   |
| 2. Identity card or passport number | • Valid passport  |
| 3. Issuing authority                | • Law Enforcement and Armed Forces personnel identity card (for Greek citizens)   |
| 4. Date and place of birth          | • Special document of Asylum seekers or International Protection Applicant Card, issued by the Hellenic Ministry of Migration and Asylum, for citizens who do not possess a passport or any other travel document |

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|-----------------------------|--|
| 5. Customer Income          | • Last updated income tax slip (for natural persons)   |
| 6. VAT Registration Number* | • Income tax return (for legal persons/entities), including submission receipt and tax payment note (for legal persons and trading professionals)                          |
|                             | • Certificate on no requirement to submit a tax return (when either of the above two documents is not available)   |
|                             | • Any other document proving your income (e.g employer's certificate stating the total annual income or official Bank's financial statement- for residents outside Greece) |
|                             | • A document issued by a Tax Authority, where VAT registration number is stated  |

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|-------------------------|--|
| 7. Current home address | • Recent utility bill (energy, telecommunications, water supply, etc.) |
| 8. Telephone number     | • Last updated income tax slip (for the current home address)          |
|                         | • Home or business premises lease contract, filed to a tax office      |

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| 9. Profession and current business address | • Recent employer's certificate        |
|  | • Copy of latest salary statement      |
|  | • Recent certificate of profession     |
|  | • Valid Professional Identity Card     |
|  | • Social Insurance Institution Receipt |

\*Greek Tax Identification Number or domicile's country Tax Identification Number, if the jurisdiction participates in the Automatic Exchange of Financial Account Information for Tax purposes (CRS) or the US Foreign Account Tax Compliance Act (FATCA)

**The abovementioned documents should be provided in either their original form** (hard copy or uploaded) **or**, upon prior explicit and specific consent, **electronically** obtained and subsequently submitted data through the online service "Introduce Yourself" (KYC – Know Your Customer) of the Single Digital Portal of the Public Administration (www.gov.gr) if your bank is connected with that service. In addition, banks are obliged to request updating and maintain copies (either on hard copies or digitally) at regular intervals.

Depending on the transaction type and amount, the documents your bank will request may differ. It is, therefore, possible that **additional details and information may be requested**, including:

- VAT returns, invoices, bills of lading, ownership titles, lease or sale contracts;
- information on the purpose and nature of your business relationship with the bank;
- information about your economic/transaction profile, and/or
- other information.

**When acting on behalf of a third party**, in addition to your identification data you will have to provide similar identification data of such third (natural or legal) person. According to applicable legislation, banks are obliged to require the relevant data and documents and confirm their authenticity.

### 04. What is the online service "Introduce Yourself (KYC – Know Your Customer)" and how can I use it?

The online service "Introduce Yourself (**KYC – Know Your Customer**)" offers you a digital alternative to submitting your documents to your bank to verify your data under the current applicable regulatory framework regarding the prevention of the use of the financial system for money laundering and terrorism financing purposes.

- identity data;
- income details; and
- contact information;
- professional activity details.

The abovementioned data is obtained from the information systems of the Hellenic State. **Their submittance always requires your explicit and specific consent thereof.**

As of today, mandatory prerequisite for accessing and using this online service is to be an internet and/or mobile banking user of your bank. The service is constantly being enriched so that all bank customers (private sector employees, public servants, retirees, etc.) can use it.

Thank you for your cooperation and the time you devoted in reading this leaflet.



HELLENIC BANK ASSOCIATION

HAVE YOU INTRODUCED YOURSELF?  
IF NOT...DO IT NOW!

MARCH 2022