

## MAKING DIRECT TRANSFERS ON DEATH (INHERITANCE)

Direct transfers on the financial instruments from the account of a deceased individual to the accounts of heirs, at the latter's request are made by the Central Depository, based on the following documents:

- **Direct transfer request** » [download request](#)
- Notary power of attorney, in case the transfer on death is made at the request of the individual thus authorized;
- Death certificate copy;
- Copy of the heir's certificate/ inheritance certificate;
- Court decision to open succession procedure and/or probate estate;
- Identity documents of the heir(s) and/or authorized individual;
- Partition document, certified by the notary public, depending on the case;
- Agreement signed by all heirs of the deceased at the headquarters of the Central Depository, before an employee of the Central Depository » [download request](#)
- Proof of payment for the transfer on death operation.

The request for the transfer on death, accompanied by the above-mentioned documents may also be sent to the Central Depository through the following means:

- through [participants who issue account statements](#);
- by post as [registered letter](#) (with confirmation of receipt) at the following address: Central Depository, Nicolae Titulescu Route no. 4 - 8, America House Building, East Wing, 1<sup>st</sup> District, 1<sup>st</sup> floor, post code 011141, Bucharest.

## CHANGING THE IDENTIFICATION DATA FOR NATURAL INDIVIDUALS/LEGAL ENTITIES

Changing the identification data of financial instruments holders is made based on the following documents:

- Request to modify the identification data, signed by the financial instruments holder or the authorized person » [download request](#)

copy of the identity document of the financial instrument holder, and/or shareholder's certificate, any other proving documents supporting the request for the modification of identification data;

- Copy of the Unique Registration code (CUI), Mentions Registration Certificate, Resolution of the General Meeting of Shareholders and/or any other document supporting the request for the modification of identification data;
- the fee related to the operation of changing the identification data for natural individuals is 6 RON and legal entities 60 RON.

The request for **changing the identification data along with** the above-mentioned documents may also be transmitted to Central Depository:

- through [the participants who issue account statements](#);
- by post with [registered letter](#) (with confirmation of receipt) at: Central Depository, Nicolae Titulescu Route no. 4 - 8, America House Building, East Wing, 1<sup>st</sup> District, 1<sup>st</sup> floor, postal code 011141, Bucharest.

## DIVIDEND PAYMENT

Dividends and other monies may be collected directly from the bank account of the financial instrument holder who is not a client of a participant (has no trading account), following the registration of IBAN Code.

***The holder of financial instruments, individuals, in person or through legal or conventional representative*** will submit the Central Depository, the following documents:

- **IBAN collection form, that will include the bank and account (IBAN code) opened on the name of the financial instruments holder » [download form](#)**
- Copy of valid identification card, where the personal code number is legible – certified by the holder as “according to the original”;
- Account statement or a document issued by the bank (signed and sealed), confirming the existence of the bank account on the name of the financial instruments holder, specifying the IBAN code, in original;
- Copy of documents proving the quality of the signer of the request for legal or conventional representative, of the case be, certified by the holder as “according to the original”;
- Copy of the proof of fee payment for IBAN Code collection (in case the documents are submitted to Central Depository).

***Legal entities, holders of financial instruments, through legal or conventional representative shall submit the following documents to the Central Depository:***

- **IBAN code collection form, that will include the bank and account (IBAN Code) opened on the name of the financial instruments holder » [download form](#)**
- Copy of the registration certificate – certified by the holder as “according to the original”;
- Copy of the document certifying the quality of legal representative of the company (certificate issued by the Trade Registry /equivalent entity for entities of foreign nationality) – certified by the holder as “according to the original”;
- Copy of the documents certifying the quality of conventional representative of the signatory of the application, if necessary – certified by the holder as “according to the original”;
- Account statement or a document issued by the bank (signed and sealed) confirming the existence of the account on the name of the holder – legal entity, specifying the IBAN Code, in original;

- Copy of the proof of fee payment for IBAN code collection (if the documents are sent to the Central Depository).

The documents presented in a foreign language shall be accompanied by their certified translation in the Romanian language, and if they are issued by a foreign authority they should be bearing the Apostille or be authorized, depending on the case.

The IBAN collection forms shall be sent to the following address: Depozitarul Central SA – Bucharest, Nicolae Titulescu Route no. 4 - 8, 1st district, or be submitted directly at the headquarters of the Central Depository.

The fee charged for the registration of IBAN Code and payment methods can be found on the 2<sup>nd</sup> page of IBAN CODE COLLECTION FORM.