

Supporting documents for dividend payment

1. THE DOCUMENTS TO BE SUBMITTED BY NATURAL PERSONS:

1.1. Shareholder resident in Romania:

- the valid identity document - identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens

In case of **change of the shareholder's name** (marriage, divorce, administrative change), the following must be added:

- the document attesting the name change in original and a copy (the copy is to be retained by the Bank).

1.2. A minor shareholder between 14-18 years requesting dividends on his own behalf, must provide the following as well :

- the valid identity document - identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens.

- the approval of the legal representative in original and copy (the copy is to be retained by the Bank).

- the document setting up the tutelage in original and copy (the copy is to be retained by the Bank).

In case of dividends requested by the legal representative/tutor/ legal guardian of the minor between 14-18 years, the requested documents are those mentioned under items 1.6/1.7 below.

1.3. Shareholder NON- resident in Romania:

- the valid identity document or passport with identification number

- a valid tax residency certificate (in original, apostilled/supralegalized, if applicable, together with notarized translation into Romanian language)

In case of **change of the shareholder's name** (marriage, divorce, administrative change):

- copy of the document attesting the name change

- contact details (recommended for additional clarifications).

1.4. Proxy of the shareholder:

- notarized special power of attorney in original or notarized copy of a general power of attorney (the power of attorney is to be retained by the Bank)

- the proxy's valid identity documents – identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens in original and copy (the copy is to be retained by the Bank).

1.5. Heir of the shareholder:

- the heir certificate attesting the number of shares transferred to the heir in original and copy (the copy is to be retained by the Bank), (or of the statement of account issued by Depozitarul Central S.A. attesting the number of shares transferred to the heir in original and copy)

- the heir valid identity documents – the identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens

In case there are more heirs, they must present themselves together at BRD or they must empower one of them by a notarized special power of attorney. BRD will make the payment of the total amount of net dividends to which the deceased shareholder is entitled to in a single account indicated by the heir/heirs/in the power of attorney. In case of more heirs, partial payments cannot be made.

1.6. Legal representative/tutor of a minor shareholder under 14 years:

- the valid identity document of the legal representative/tutor – identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens

- the birth certificate of the shareholder in original and copy (the copy is to be retained by the Bank).

- the document setting up the tutelage, if applicable, in original and copy (the copy is to be retained by the Bank).

1.7. Legal curator of the shareholder –a disabled person:

- the legal document setting up the legal guardianship in original and copy (the copy is to be retained by the Bank).

- the legal curator's and the shareholder's valid identity documents – identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens in original and copy (the copy is to be retained by the Bank).

1.8. Custodian bank/ financial investment services company (SSIF) of shareholders:

- original letter signed and stamped by the legal representative of the custodian bank/SSIF or by the manager of the department specialized in such operations by which the payment of the net dividends is requested, which must contain identification data of the clients and the number of shares issued by SNN and owned by each client through such custodian bank/SSIF and the respective accounts (IBAN codes and the bank) in which the payment should be transferred.

- copy of the document attesting the quality of the signatory of the above mentioned letter as legal representative of the custodian bank or as manager of the department specialized in such operations.

- copy of the document attesting the fact that the custodian bank/SSIF is empowered to request and cash in the dividends in the name of its clients
- copies of the valid identity documents of the shareholders – clients of the custodian bank/SSIF – valid identity bulletin/card with CNP for Romanian citizens or valid passport with identification number for foreign citizens
- for non-residents - a valid tax residency certificate (in original, apostilled/supralegalized, if applicable, with notarized translation into Romanian language).

NOTE: **For transfers in other banks than BRD**, a copy of the statement of account certified by the bank where the dividends are requested to be transferred or other supporting document issued by the bank revealing the holder of the bank account mentioned above.