|  |
| --- |
| **Account ID:** |

**CONTROLLING PERSON TAX RESIDENCY SELF-CERTIFICATION FORM**

***(You have to complete this form If you have ticked 1.(a).(i) or 1(g) in Part 2 of the***

***ENTITY TAX RESIDENCY SELF-CERTIFICATION FORM. Otherwise, UBO self-declaration forms should be completed.***

***Can be found at the Settings Section of the Account***

**PART 1 / Identification of a Controlling Person**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full name of Controlling Person (First & middle name, Family Name or Surname(s): | | | | |  | | | | | | | | | |
| Full name of Controlling Person’s father | | | | |  | | | | | | | | | |
| Full name of Controlling Person’s mother | | | | |  | | | | | | | | | |
| Current Residence Address: | | | | Street Name & number  Postal Code, City,  Country | | | |  | | | | | | |
| Mailing Address  *(if different from current residence address)*: | | | | | | | Street Name & number  Postal Code, City,  Country | | | |  | | | |
| Professional Occupation | | |  | | | | | | | | VAT  Number/ Tax residence |  | | |
| Professional  Address | | Street Name & number  Postal Code, City,  Country | | | |  | | | | | | | | |
| Date of birth (dd/mm/yyyy) | | | | Place of birth  (Town/City & Country of  Birth) | | | | | | | | | | |
| Nationality (ies) | | | | 1) 2)  3) | | | | | | | | | | |
| Passport or Identity Card |  | | | | | | Issuing Authority | |  | | | Issuance date | |  |
| Passport or Identity Card |  | | | | | | Issuing Authority | |  | | | Expiry date | |  |
| Contact Telephone number | | | |  | | | | | | Contact Telephone number | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| In order to verify the identity of the Controlling Person, the following particulars shall be verified on the basis of original documents issued by reliable and independent sources (attached): | | | |
|  | Identity Card | Utility bills |  |
|  | Passport | Lease agreement concerning a residence |  |
|  | Foreign national residence permit | Lease agreement concerning business premises |  |
|  | Professional identity | Supporting documentation issued by an IRS Office |  |
|  | Certification from employer | Supporting documentation issued by Embassy or Consular |  |
|  | Copy of the latest payroll | Certification of ΤΙΝ |  |
|  | Business commencement certificate | Income Tax Return form (if MID is available) |  |
|  | Supporting document issued by a Social Insurance Agency |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please enter the legal name of the relevant Entity(ιεs) of which you are a Controlling Person | | Participation percentage | MID \* |
| Legal name of Entity 1 |  |  |  |
| Legal name of Entity 2 |  |  |  |
| Legal name of Entity 3 |  |  |  |

*\* To be completed by Viva*

**PART 2 / Statement of unique tax residence.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I declare explicitly and responsibly that my personal unique Tax  Residence is same as the Residence country    and the Tax Registration Number is: | **YES** | | | **NO** | | | | | | | | | | | | |
|  |  | | |  | |  | | |  | | | | | | |
|  | |  |  | |  | |  | | |  |  |  |  |  |  |
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*If you selected YES please continue to sign this form in Part 6.*

**PART 3**

**Country/Jurisdiction of Residence for Tax Purposes and related Taxpayer Identification Number or equivalent number\* (“TIN”)**

If a TIN is unavailable please provide the appropriate reason A, B or C where indicated below

1. The country/jurisdiction where the Controlling Person is resident does not issue TINs to its residents
2. The Controlling Person is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)
3. No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

|  |  |  |
| --- | --- | --- |
| **Country/Jurisdiction of tax residence** | **TIN or functional equivalent** | **If no TIN available enter Reason *A,***  ***B or C*** |
|  |  |  |
|  |  |  |
|  |  |  |

Please explain in the following boxes why you are unable to obtain a TIN if you selected Reason B above

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

**PART 4 / Type of Controlling Person**

Please only complete this section if you are tax resident in one or more Reportable Jurisdictions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please provide the controlling Person’s Status by ticking the appropriate box** | | **ENTITY 1** | **ENTITY 2** | **ENTITY**  **3** |
| (a) | Controlling Person of a legal person – control by ownership |  |  |  |
| (b) | Controlling Person of a legal person – control by other means |  |  |  |
| (c) | Controlling Person of a trust - settlor |  |  |  |
| (d) | Controlling Person of a trust – trustee |  |  |  |
| (e) | Controlling Person of a trust – protector |  |  |  |
| (f) | Controlling Person of a trust – beneficiary |  |  |  |
| (g) | Controlling Person of a trust – other |  |  |  |
| (h) | Controlling Person of a legal arrangement (non-trust) – settlorequivalent |  |  |  |
| (i) | Controlling Person of a legal arrangement (non-trust) – trusteeequivalent |  |  |  |
| (j) | Controlling Person of a legal arrangement (non-trust) – protectorequivalent |  |  |  |
| (k) | Controlling Person of a legal arrangement (non-trust) – beneficiaryequivalent |  |  |  |
| (l) | Controlling Person of a legal arrangement (non-trust) – otherequivalent |  |  |  |

**PART 5 / Relations with the U.S.A.**

I hereby certify that:

|  |  |  |  |
| --- | --- | --- | --- |
| a) | I am a US citizen or US resident (by birth or by naturalization; sole or dual nationality) | YES |  |
| NO |  |
| b) | I have a US passport (present the original or provide a certified copy of the US passport) | YES |  |
| NO |  |
| c) | I have a US Green Card (present the original or provide a certified copy1 of the Green Card) | YES |  |
| NO |  |
| d) | I meet the substantial presence test (only for Non US Citizens/ Non Green Card Holders)\* | YES |  |
| NO |  |
|  | *\* Generally, you will meet the substantial presence test in the US, if you were physically present in the United States for at least-* | | |
| *1.     31 days during the current calendar year,* ***and*** | | |
| *2.     183 days during current year and preceding two years, counting* o *All the days you were present in the current year (+)* | | |
| o *1/3rd of the days you were present in the first year before the current year (+)* o *1/6th of the days you were present in the second year before the current year* | | |
| *For exemptions as applicable kindly refer to http:/www.irs.gov/Individuals/International-Taxpayers/SubstantialPresence-Test.* | | |
| e) | The country of birth is the USA | YES |  |
| NO |  |
| f) | I have a US residence or mailing address or a US telephone number (provide appropriate details) | YES |  |
| ................................................................................................................................................................................... |
| ................................................................................................................................................................................... | NO |  |
| If you answered yes in any of the points (a) to (d) you will be required to provide Self Certification Document certifying your US Status [IRS form W-9 including your US TAX Identification number (Social Security Number: SSN, or Employer Identification Number: EIN)]. | | | |
| If you answered yes in any of the points (e) or (f), you will be required to provide a Self-Certification Document certifying your US Status (IRS form W-9 including your US TAX Identification number : SSN or EIN) OR provide a Self-Certification document certifying your Non-US status (IRS document W-8BEN) and related documentation as per Viva’s procedures. | | | |
| Note: If your place of birth is the US and you are submitting a W-8BEN form, you will also need to provide a copy of Certificate of loss of US Nationality to prove your Non-US Status. | | | |

**PART 6 / Declarations and Signature**

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Client’s relationship with Viva Payments SA setting out how Viva Payments SA may use and share the information supplied by me.

I acknowledge that the information contained in this form, may be provided to the tax authorities of the country/jurisdiction in which the banking relationship(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Client may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the Controlling Person, or authorized to sign for the Controlling Person, of the Entity to which this form relates.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete. I undertake to advise Viva Payments SA within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Part 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide Viva Payments SA with a suitably updated self-certification and Declaration within 30 days of such change in circumstances.

In relation to the processing of personal data, I declare that: (a) I took receipt from Viva of the “Information on the

Processing of Personal Data Pursuant to the Regulation (EU) 2016/679 and the relevant local legislation”, for which Viva informed me that it is always posted and updated at Viva’s website (currently: www.vivawallet.com), as well as that it is available in the branches thereof, , and (b) in the case I provide Viva with personal data concerning third individuals, I have formerly duly notified these persons (indicatively and where necessary by referring them to the aforementioned Information), and I have ensured, if required, their relevant consent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIGNATURE OF THE  CONTROLLING PERSON | |  | | |
| PRINT NAME | |  | | |
| Date  (dd/mm/yyyy) |  | | Place (Town/City & Country) |  |

|  |
| --- |
| SIGNATURE VALIDATION FROM PUBLIC AUTHORITY    Signature: Attached authorization from a competent public authority (digital) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SIGNATURE OF  THE  LEGAL  REPRESENTATIVE |  | | SIGNATURE OF  THE  LEGAL  REPRESENTATIVE |  | |
| RINT NAME |  | | PRINT NAME |  | |
| Date (dd/mm/yyyy) |  |  | Date (dd/mm/yyyy) | |  |
| Place (Town/City & Country ) |  |  | Place (Town/City & Country ) | |  |

|  |
| --- |
| SIGNATURE VALIDATION FROM PUBLIC AUTHORITY    Signature: Attached authorization from a competent public authority (digital) |

|  |
| --- |
| **NOTIFICATION OF INDIVIDUALS CONCERNING PERSONAL DATA**  Information on the processing of personal data and the rights of the data subjects are provided through the “Information on the Processing of Personal Data Pursuant to the Regulation (EU) 2016/679 and the relevant local legislation” of the Financial Institutuon which is always posted and updated at the Financial Institutions’s website (currently: www.vivawallet.com), as well as available in the branches thereof. . *The personal data subjects acknowledge receipt of this Information as reflected in the receipt declaration above*This processing is derived from the law 4170/2013 as amended by the laws 4378/2016 and 4428/2016 (CRS) and the law 4493/2017 (FATCA). |
| **Appendix – Summary Descriptions of Select Defined Terms**  **Note:** These are selected summaries of defined terms provided to assist you with the completion of this form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS”), the associated Commentary to the CRS, and domestic guidance. This can be found at the OECD automatic exchange of information portal.  If you have any questions then please contact your tax adviser or domestic tax authority. |
| **“Account Holder”** The term “Account Holder” means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder. |
| **“Active NFE”** An NFE is an Active NFE if it meets any of the criteria listed below. In summary, those criteria refer to:   * active NFEs by reason of income and assets; * publicly traded NFEs; |

|  |
| --- |
| * Governmental Entities, International Organizations, Central Banks, or their wholly owned Entities; * holding NFEs that are members of a nonfinancial group; * start-up NFEs; * NFEs that are liquidating or emerging from bankruptcy;  treasury centers that are members of a nonfinancial group; or * non-profit NFEs.   An entity will be classified as Active NFE if it meets any of the following criteria:   1. less than 50% of the NFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50% of the assets held by the NFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income; 2. the stock of the NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market; 3. the NFE is a Governmental Entity, an International Organization, a Central Bank, or an Entity wholly owned by one or more of the foregoing; 4. substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an Entity does not qualify for this status if the Entity functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes; 5. the NFE is not yet operating a business and has no prior operating history, (a “ start-up NFE”) but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE; 6. the NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution; 7. the NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution; **or** 8. the NFE meets all of the following requirements (a “non-profit NFE”) : 9. it is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare; ii) it is exempt from income tax in its jurisdiction of residence; 10. it has no shareholders or members who have a proprietary or beneficial interest in its income or assets; 11. the applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE’s charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the   NFE has purchased; and   1. the applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents require that, upon the NFE’s liquidation or dissolution, all of its assets be distributed to a Governmental Entity or other non-profit organization, or escheat to the government of the NFE’s jurisdiction of residence or any political subdivision. |
| **“Control**” over an Entity is generally exercised by the natural person(s) who ultimately has a controlling ownership interest (typically on the basis of a certain percentage (e.g. 25%)) in the Entity. Where no natural person(s) exercises control through ownership interests, the Controlling Person(s) of the Entity will be the natural person(s) who exercises control of the Entity through other means. Where no natural person or persons are identified as exercising control of the Entity through ownership interests, the Controlling Person of the Entity is deemed to be the natural person who holds the position of senior managing official. |
| **“Controlling Person”** This is a natural person who exercises control over an entity. Where that entity is treated as a Passive Non-Financial Entity (“NFE”) then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term “beneficial owner” as described in Recommendation 10 and the Interpretative Note on Recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012). |
| **Controlling Persons of a trust**, means the settlor(s), the trustee(s), the protector(s) (if any), the beneficiary(ies) or class(es) of beneficiaries, and any other natural person(s) exercising ultimate effective control over the trust (including through a chain of control or ownership). The settlor(s), the trustee(s), the protector(s) (if any), and the beneficiary(ies) or class(es) of beneficiaries, must always be treated as Controlling Persons of a trust, regardless of whether or not any of them exercises control over the activities of the trust.  Where the settlor(s) of a trust is an Entity then the CRS requires Financial Institutions to also identify the Controlling Persons of the settlor(s) and when required report them as Controlling Persons of the trust.  In the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions. |
| **“Entity”** The term “Entity” means a legal person or a legal arrangement, such as a corporation, organization, partnership, trust or foundation. |
| **“Financial Account”** A Financial Account is an account maintained by a Financial Institution and includes: Depository Accounts; Custodial Accounts;  Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts; and Annuity Contracts |
| **"Investment Entity”** The term “Investment Entity” includes two types of Entities:  (i) an Entity that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:   * Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; * Individual and collective portfolio management; or * Otherwise investing, administering, or managing Financial Assets or money on behalf of other persons.     Such activities or operations do not include rendering non-binding investment advice to a customer.  (ii) **”**The second type of “Investment Entity” (“Investment Entity managed by another Financial Institution”) is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets where the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity. |
| **“Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution”** is any Entity the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets if the Entity is (i) managed by a Financial Institution and (ii) not resident in, or a branch located in, a Participating Jurisdiction. |
| **“Investment Entity managed by another Financial Institution”**  An Entity is “managed by” another Entity if the managing Entity performs, either directly or through another service provider on behalf of the managed Entity, any of the activities or operations described in clause (i) above in the definition of ‘Investment Entity’.  An Entity only manages another Entity if it has discretionary authority to manage the other Entity’s assets (either in whole or part). Where an Entity is managed by a mix of Financial Institutions, NFEs or individuals, the Entity is considered to be managed by another Entity that is a Depository  Institution, a Custodial Institution, a Specified Insurance Company, or the first type of Investment Entity, if any of the managing Entities is such another Entity. |
| **“Participating Jurisdiction”** A “Participating Jurisdiction” means a jurisdiction with which an agreement is in place pursuant to which it will provide the information required on the automatic exchange of financial account information set out in the Common Reporting Standard and that is identified in a published list. |
| **“Participating Jurisdiction Financial Institution”** The term “Participating Jurisdiction Financial Institution means (i) any Financial Institution that is tax resident in a Participating Jurisdiction, but excludes any branch of that Financial Institution that is located outside of that jurisdiction, and (ii) any branch of a Financial Institution that is not tax resident in a Participating Jurisdiction, if that branch is located in such Participating Jurisdiction. |
| **“Passive NFE”** Under the CRS a “Passive NFE” means any NFE that is not an Active NFE. An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution is also treated as a Passive NFE for purposes of the CRS. |
| **“Reportable Account”** The term “Reportable Account” means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person. |
| **“Reportable Jurisdiction”** A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place and that is identified in a published list. |
| **“Reportable Person”** A Reportable Person is an individual (or entity) that is tax resident in a Reportable Jurisdiction under the laws of that jurisdiction. The Account Holder will normally be the “Reportable Person”; however, in the case of an Account Holder that is a Passive NFE, a Reportable Person also includes any Controlling Persons who are tax resident in a Reportable Jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes. |
| **“TIN” (including “functional equivalent”)** The term “TIN” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters or numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal. |
| Some jurisdictions do not issue a TIN. However, these jurisdictions often utilize some other high integrity number with an equivalent level of identification (a “functional equivalent”). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number. |

**As a financial institution, we are not allowed to give tax advice.**

Your tax adviser may be able to assist you in answering specific questions on this form. Your domestic tax authority can provide guidance regarding how to determine your tax status.

You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the OECD automatic exchange of information.