Data provision form for domestic business entities not required to register with a company court and for Non-Resident Companies

*THE CUSTOMER SHALL PROVIDE DATA TO CIB BANK ZRT. AND, IF THE CLIENT REQUESTS FINANCING FROM CIB LÍZING ZRT., TO THE LATTER AS WELL ON THE BASIS OF THIS DATA PROVISION FORM*

|  |  |
| --- | --- |
| **TYPE OF DATA REPORTING** | **☐ FULL**  **☐ QUARTERLY\*** |
| **APPLICABLE DATE OF DATA REPORTING (day, month, year):***Please attach the general ledger statement supporting the data reported in the form in relation to the applicable period!* |  |

*\* If no change occurred in the data stated on the data provision form submitted earlier, then it is sufficient to complete sections 1.5-1.9 and attachments numbered 1., 2. and 3., and to attach the general ledger statement as part of the quarterly data reporting.*

|  |  |
| --- | --- |
| **NAME OF LEGAL PERSON OR ORGANISATION WITHOUT LEGAL PERSONALITY (HEREINAFTER: COMPANY):** |  |
| **COUNTRY OF REGISTRATION:** |  |
| **REGISTERED OFFICE\*\*:** |  |
| **NAME OF REGISTRATION AUTHORITY** |  | **REGISTRATION NUMBER** |  |
| **TAX NUMBER:** |  | **STATISTICAL HEADCOUNT:** |  |
| **CONTACT PERSON’S NAME:** |  | **POSITION** |  |
| **TELEPHONE:**  |  | **FAX:** |  | **EMAIL:** |  |

*\*\* If the registered office is located abroad, the address of a branch office in Hungary must also be given.*

PERSONS AUTHORISED TO REPRESENT THE COMPANY REGISTERED BY THE BUSINESS REGISTRATION AUTHORITY:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **JOB TITLE / QUALIFICATIONS** | **DATE OF BIRTH** | **TELEPHONE** |
|  |  |  |  |
|  |  |  |  |

* 1. THE OWNERS OF THE BUSINESS

*Please complete for both direct and indirect owners. In case of direct ownership, please complete for 100% ownership share. In case of indirect owners, only for parties with 50% or more ownership share or voting right.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ACQUISITION OF SHAREHOLDING**  | **VOTING RIGHT (%)** | **FOR A PRIVATE INDIVIDUAL** | **FOR A COMPANY** |
| **TIME** | **EXTENT****(%)** | **DIRECT?** | **PLACE / DATE OF BIRTH** | **TAX NUMBER** |
|  |  |  | **☐** direct ☐ indirect |  |  |  |
|  |  |  | **☐** direct ☐ indirect |  |  |  |
|  |  |  | **☐** direct ☐ indirect |  |  |  |
|  |  |  | **☐** direct ☐ indirect |  |  |  |
|  |  |  | **☐** direct ☐ indirect |  |  |  |
|  |  |  | **☐** direct ☐ indirect |  |  |  |

***THOSE COMPANIES AND PRIVATE INDIVIDUALS WHO EXERCISE CONTROL OVER THE BUSINESS BASED ON A CONTRACTUAL AGREEMENT CONCLUDED WITH OTHER MEMBERS / SHAREHOLDERS, DUE TO THE RELEVANT STATUTORY PROVISIONS***[[1]](#footnote-1)***, AND THOSE PERSONS WHO, BASED ON AN AGREEMENT, JOINTLY CONTROL THE BUSINESS, EITHER DIRECTLY OR INDIRECTLY***[[2]](#footnote-2)***:***

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ACQUISITION OF CONTROL** | **FOR A PRIVATE INDIVIDUAL** | **FOR A COMPANY** |
| **TIME** | **TYPE\*** | **VOTING RIGHT (%)** | **PLACE / DATE OF BIRTH** | **ESTABLISHMENT** | **TAX NUMBER** |
|  |  | **☐ A** **☐ S****☐ J** |  |  |  |  |
|  |  | **☐ A** **☐ S****☐ J** |  |  |  |  |
|  |  | **☐ A** **☐ S****☐ J** |  |  |  |  |

*\* Based on an agreement (A), Based on statutory provisions, (S), Joint control (J)*

***if there is an interest group of private individuals that make coordinated decisions and whose joint voting rights in the COMPANY- directly or indirectly - exceed 50%, please provide the data of the members of the interest group.***

*Persons that belong to an interest group include particularly - but not exclusively - close or distant relatives, or other private individuals, who, via different ownership rate but collectively, manage/own more than one company enterprise*

|  |  |  |
| --- | --- | --- |
| **NAME OF INTEREST GROUP MEMBER** | **PLACE / DATE OF BIRTH** | **VOTING RIGHTS (%) OF THE INTEREST GROUP MEMBER** |
|  |  |  |
|  |  |  |
|  |  |  |

***In the case of any financial – especially financing or repayment – difficulties encountered by the following companies or private individuals, it may be reasonably assumed that THE BUSINESS can also expect financing or repayment difficulties.***

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **Registered office / residential address** | **Company registration number** **(for company entities)** | **Tax number / Tax identification code** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. *Shareholdings owned by the business*

*Please complete for both direct and indirect shares. In the case of direct share, please complete with respect to any extent of ownership share. In the case of indirect share, you only need to specify an ownership share or voting right exceeding 50%.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME OF THE OWNED BUSINESS** | **COMPANY REGISTRATION NUMBER** | **OWNERSHIP SHARE (%)** | **VOTING** **RIGHT (%)** | **ACTIVITY OF THE OWNED BUSINESS (INCLUDING TEÁOR SECTOR CODE)** | **DIRECT?** |  |
|  |  |  |  |  | **☐** direct ☐ indirect |
|  |  |  |  |  | **☐** direct ☐ indirect |

***THOSE COMPANIES OVER WHICH THE BUSINESS EXERCISES CONTROL BASED ON A CONTRACTUAL AGREEMENT CONCLUDED WITH OTHER MEMBERS / SHAREHOLDERS, DUE TO THE RELEVANT STATUTORY PROVISIONS,*** [[3]](#footnote-3) ***OR JOINTLY WITH OTHERS***[[4]](#footnote-4)***:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF THE OWNED BUSINESS** | **COMPANY REGISTRATION NUMBER** | **OWNERSHIP SHARE (%)** | **VOTING** **RIGHT (%)** | **NUMBER OF EMPLOYEES****(PERSONS)** | **ACTIVITY OF THE OWNED BUSINESS (INCLUDING TEÁOR SECTOR CODE)** | **TYPE OF CONTROL\*\*\*\*** |  |
|  |  |  |  |  |  | **☐ A** **☐ S****☐ J** |
|  |  |  |  |  |  | **☐ A** **☐ S****☐ J** |

*\* Based on an agreement (A), Based on statutory provisions, (S), Joint control (J)*

* 1. *Direct or indirect interests of the owners/managers in other businesses*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF OWNER/MANAGER** | **NAME OF THE OWNED BUSINESS** | **COMPANY REGISTRATION NUMBER** | **OWNERSHIP SHARE (%)** | **ACTIVITY OF THE OWNED BUSINESS (TEÁOR SECTOR CODE)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. *Activity of the company*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CORE BUSINESS ACTIVITY:** |  | **START OF ACTIVITY:** |  | **ITS PROPORTION IN THE TOTAL TURNOVER OF THE PREVIOUS CLOSED FINANCIAL YEAR** |  |
| **NON-CORE ACTIVITY:** |  | **START OF ACTIVITY:** |  | **ITS PROPORTION IN THE TOTAL TURNOVER OF THE PREVIOUS CLOSED FINANCIAL YEAR** |  |

* 1. *Account-keeping financial institutions of the business (besides CIB Bank Zrt.)*

|  |  |  |
| --- | --- | --- |
| **NAME OF FINANCIAL INSTITUTION** | **DISTRIBUTION OF PREVIOUS YEAR’S ACCOUNT TURNOVER IN %** | **LAUNCHED PAYMENT AND CASH WITHDRAWAL TURNOVER\*** |
|  |  |  |
|  |  |  |

\**With respect to launched account turnover, please do not indicate, out of you transfer orders, any movements between own accounts or any account movements related to the fulfilment of payment obligations to the Bank.*

* 1. *Credit facilities, loans and other financial liabilities outstanding AGAINST A COMPANY NOT BELONGING TO THE CIB GROUP at the time of data reporting (in the case of a limited partnership (Bt), the outstanding debts of the general partner in his/her capacity as a private individual )*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME OF FINANCIAL INSTITUTION** | **TYPE OF FINANCING** | **TERM** | **STARTING AMOUNT** | **OUTSTANDING LIABILITY** | **AMOUNT OF ANNUAL PRINCIPAL REPAYMENTS** | **TYPE OF COLLATERAL** |
|  |  | from |  |  |  |  |
| to |
|  |  | from |  |  |  |  |
| to |
|  |  | from |  |  |  |  |
| to |
| ***TOTAL:*** |  |  |

* 1. *Given or received shareholder’s / intragroup loan*

|  |  |
| --- | --- |
| **AS AT THE EFFECTIVE DATE OF THE LAST CLOSED ANNUAL FINANCIAL STATEMENTS:** | **AS AT THE APPLICABLE DATE OF DATA REPORTING:** |
| **NAME OF LENDER** | **NAME OF BORROWER** | **AMOUNT OF LOAN****(HUF thousand)** | **MATURITY, REPAYMENT SCHEDULE** | **NAME OF LENDER** | **NAME OF BORROWER** | **AMOUNT OF LOAN****(HUF thousand)** | **MATURITY** **AND REPAYMENT SCHEDULE** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* 1. *SURETYSHIPS/GUARANTEES undertaken by the company*

|  |
| --- |
| SURETIES/GUARANTEES EXISTING AT THE APPLICABLE DATE OF DATA REPORTING: |
| **COMPANY NAME** | **AMOUNT****(HUF thousand)** | **MATURITY** | **BENEFICIARY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. ***AGED BREAKDOWN OF STOCKS (data in HUF thousand)***

|  |  |  |
| --- | --- | --- |
|  | **AS AT THE EFFECTIVE DATE OF THE LAST CLOSED ANNUAL FINANCIAL STATEMENTS** | **AS AT THE APPLICABLE DATE OF DATA REPORTING**  |
| **USED DURING CONTINUOUS OPERATION** |  |  |
| **IDLE FOR LESS THAN 180 DAYS** |  |  |
| **IDLE FOR MORE THAN 180 DAYS** |  |  |
| **TOTAL** |  |  |

* 1. ***FOREIGN CURRENCY / EXPORT REVENUE DATA***

***COMPLETING THE FOLLOWING TABLE IS ONLY NECESSARY IF THE BUSINESS GENERATED EXPORT REVENUE ACCORDING TO ITS LAST CLOSED FINANCIAL STATEMENTS:***

|  |  |
| --- | --- |
| **The company’s export revenue represents the following proportion of net sales revenue:** |  **☐ over 50%**  **☐ 20% - 50%**  **☐ less than 20%**  |

***COMPLETING THE FOLLOWING TABLE IS ONLY NECESSARY IF THE COMPANY’S FOREIGN CURRENCY-DENOMINATED OR EXPORT REVENUE REACHES 50% OF TOTAL NET SALES REVENUE ON THE BASIS OF ITS LAST CLOSED FINANCIAL STATEMENTS***

|  |  |
| --- | --- |
| **The company’s export revenue exceeds 50% of net sales revenue.** |  **☐ TRUE ☐ FALSE** |
| **The majority of export sales revenue originates from the following countries:** | **The revenue originating from this country represents the following proportion of total annual revenue (%):** | **The revenue originating from this country is denominated in the following foreign currency:** |
|  |  |  |
| **The company has export revenue denominated in the same foreign currency or foreign currency-denominated domestic revenue that exceed 50% of sales.** |  **☐ TRUE ☐ FALSE** | **If the answer is True, please provide the type of foreign currency:** |
|  |

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 company signature

**Annex 1 to the Data Reporting Form**

***Declarations***

* 1. ***By signing this form we grant our consent for***
* CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to verify the data stated in this Financing Application;
* CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to make copies of the data, information and documents at its disposal relating to our Company, and to use them for the purposes of risk management (analysis, assessment and mitigation, as well as ensuring compliance with the requirements relating to prudent operation, risk assumption and capital adequacy prescribed for CIB Bank and CIB Lízing as a credit institution under consolidated supervision), market research, direct selling and marketing, settlement, as well as the certification of contractual or non-contractual rights and obligations, and furthermore, for the prevention, investigation and detection of fraudulent acts related to payments and abuses involving cash-substitute payment instruments, for the interpretation of documents generated in connection with judicial or other official proceedings, the checking of the consistency of personal data, and for the enforcement of any possible claims, until such time as the limitation period for enforceability of the rights and obligations expires, and to retain them in accordance with the relevant statutory provision;
* CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to request from the Central Credit Information System, during the term of any agreement concluded with the CIB Group Member, data relating to our Company for the purposes of assessing lending risk, performing customer rating and monitoring activities, verifying the fulfilment of contractual obligations, evaluating a financing application or for any other purpose that facilitates responsible lending practices, and for CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to manage the requested data for the above purpose.
* CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) - if real estate collateral is also associated with this financing application,- to select and appoint, based on its own decision, from among the companies on CIB Bank Zrt.’s (and if we request financing from CIB Lízing Zrt., then on CIB Lízing Zrt.’s as well) list of appraisers, the appraiser who will perform/update the valuation of the property. We also grant our consent for CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to provide the appraiser with the necessary data of the Company and the property, and to give the available documents to the appraiser, and for the appraiser to perform an on-site inspection on the premises of the property, during which it may take photographs and enter the property. We undertake an obligation to cooperate fully in the preparation of the property’s valuation, and to refrain from obstructing it in any way whatsoever. Furthermore, we expressly grant our consent for CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then for CIB Lízing Zrt. as well) to use the prepared valuation or any part thereof, without limitation, for the purpose of appraising any financing facilities to be provided to the Company/checking the value of the properties serving as security for the financing transaction, and to make a copy of the valuation and to retain it in paper or electronic format, even in the event that the Company’s application for financing is refused.
	1. ***By signing this form we acknowledge that***
* CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then CIB Lízing Zrt. as well) will interpret any data fields that are left blank as a negative answer or a value of zero;
* the disclosure of false or misleading data may constitute grounds for the immediate termination of the agreement pertaining to the use of a financial service in accordance with the contractual terms of CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then of CIB Lízing Zrt. as well), or the refusal of a financing application that is pending approval.
* if any changes occur in our financial or economic situation (in the case of a subsidiary undertaking, in the consolidated financial situation) following the submission of our present financing application, then we must promptly inform CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then CIB Lízing Zrt. as well), and we acknowledge that if we undertake any further financial obligation whatsoever, the approval of CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then of CIB Lízing Zrt. as well) is required;
* I am required to send notification of changes in the reported data, within 5 working days from learning thereof, in writing to CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then to CIB Lízing Zrt. as well);
* after the declaration on the electronic mail address has been made, CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then CIB Lízing Zrt. as well) may legitimately trust all instructions and notifications originating – or appearing to originate – from the Company, and as such it shall not be liable towards the Company for damage arising therefrom. All the risk arising from any abuses that may arise in connection with instructions and notifications communicated by fax or electronic mail shall be borne by the Company, and the damages arising therefrom, especially the connection of a third party to a fax line or to another electronic line with fraudulent intent, the forging of signatures or documents, the disclosure of data constituting banking secrets to unauthorised persons, the use of such data by unauthorised persons, and technical faults of data transmission (e.g. telephone line fault; fax received by a party other than CIB Bank Zrt. - and if we request financing from CIB Lízing Zrt., then CIB Lízing Zrt. as well - to which it is addressed; mis-dialing of the fax number, e-mail error) and any failure to report changes in data, or lateness in such reporting, shall be borne exclusively by the Company, and CIB Group assumes no liability whatsoever in relation thereto;
* if we conclude an agreement for the use of financial services with CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then with CIB Lízing Zrt. as well), then we are obliged to and we hereby undertake to hand over the Information on Data Processing, received as an attachment of the present data sheet, to the persons we designated as the Company’s contact persons, proxy holders, and legal representatives as well as the persons designated to personally act as natural persons in the course of the agreement fulfilment, from which the concerned persons can obtain information regarding the details of the management of their data by CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then by CIB Lízing Zrt. as well).
	1. ***By signing this Data Form we represent and warrant that***

- the data provided in this form with regard to a specific reference period is identical to the data of the general ledger statement of the same reference period, and the statement (balance sheet and profit and loss statement) prepared for the reference period concerned was prepared based on the data of the general ledger statement of the reference period concerned.

- insofar as I (we) initiate any future order on behalf of, in the interest of or for the benefit of a person other than the person named in this declaration, then I (we) – concurrently with the submission of the order – shall inform CIB Bank Zrt. (and if we request financing from CIB Lízing Zrt., then CIB Lízing Zrt. as well) of this fact in a written statement.

- the Company is not subject to bankruptcy, liquidation or winding-up proceedings, and moreover, to the best of our knowledge, the Company is not under threat of such proceedings.

|  |  |  |
| --- | --- | --- |
| ***In awareness of our liability under criminal law, we declare that*** | **We declare that the statement is** | **If the answer is “False”:** |
| - the Company has no overdue tax debts toward the Tax and Customs Agency (NAV), municipal tax authorities, duties office or other organisations. | **☐** True ☐ False | **If the answer is False, please provide details regarding the public debt and attach the documents supporting such details.**  |
| - the Company has no rescheduled tax debts towards NAV | **☐** True ☐ False | **Please submit the resolution relating to payment of the rescheduled debt and proof of payment (bank statements) of the debts paid until now on the basis of the agreement or a certificate from NAV in which the payment discount (rescheduled tax debt) is shown in detail.** |
| - there has been no change in the last deed of foundation submitted by us. | **☐** True☐ False | **Please submit the latest valid** **version.** |
| - no changes unfavourable to the Bank have occurred in respect of the funds currently involved by the Bank as collateral | ☐ True☐ False | In the event of change, please attach the documents related to the change(e.g. title deed, HBNY entry, etc.) |
| - the Company is not a church or an entity maintained and/or established by an organisation engaged in religious activities, or an ecclesiastical institution | ☐ True☐ False | **If the answer is False, please provide the name of the establishing/maintaining institution** |

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 company signature

**Annex 2 to the Data Reporting Form**

*BANK LOAN APPLICATION DATA FORM*

***DATA OF THE REQUESTED FINANCING***

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan type** | **Amount****(HUF thousand / Currency)** | **Purpose** | **Planned term****Year/month** |
| Overdraft facility |  |  |  |
| Short-term working capital loan |  |  |  |
| Medium-term loan |  |  |  |
| Guarantee |  |  |  |
| Letter of credit |  |  |  |
| FOREX |  |  |  |
| Factor |  |  |  |
| Leasing |  |  |  |
| **Total** |  |  |  |

***COLLATERALS OFFERED TO SECURE THE REQUESTED LOAN***

1. ***Property***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation**(e.g. business site, residential property, warehouse, etc.) | **Address** | **Title number** | **Owner** | **Market value****(HUF thousand)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. ***Other collaterals***

|  |  |  |
| --- | --- | --- |
| **Designation** | **Collateral provider** | **Value****(HUF thousand)** |
|  |  |  |
|  |  |  |

*By signing this form I authorise*

CIB Group to provide, to any person classified as a consumer and designated by me as a surety, any information relating to me and classified as banking secrets, as a part of the preliminary provision of information prescribed by the Civil Code.

*please attach a business plan FOR A PERIOD THAT CORRESPONDS TO THE TERM OF THE LOAN, OR AT LEAST FOR THE OPEN BUSINESS YEAR, in a structure that corresponds to the format of the balance sheet*

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 company signature

**Annex 3 to the Data Reporting Form**

*CUSTOMER DATA*

1. *10 most important customers and the turnover related to them*

|  |  |
| --- | --- |
| **AS AT THE EFFECTIVE DATE OF THE LAST CLOSED ANNUAL FINANCIAL STATEMENTS:** | **AS AT THE APPLICABLE DATE OF DATA REPORTING:** |
| **NAME** | **COUNTRY** | **AMOUNT OF TOTAL TURNOVER (HUF thousand)** | **PAYMENT CONDITIONS** | **PRODUCT/** | **Can it be substituted?** | **NAME** | **COUNTRY** | **AMOUNT OF TOTAL TURNOVER (HUF thousand)** | **PAYMENT CONDITIONS** | **PRODUCT/** | **Can it be substituted?** |
| **SERVICE** | **SERVICE** |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|  |  |  |  |  | ☐ Yes☐ No  |  |  |  |  |  | ☐ Yes☐ No  |
|  |  |  |  |  | ☐ Yes☐ No  |  |  |  |  |  | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |

1. *accounts receivable – aging report*

|  |  |  |
| --- | --- | --- |
|  | **As at the effective date of the last closed annual financial statements:** | **As at the applicable date of data reporting:** |
| **HUF thousand** | **Domestic** | **Foreign** | **Total** | **%** | **Domestic** | **Foreign** | **Total** | **%** |
| **Within deadline** |  |  |  |  |  |  |  |  |
| **Past deadline** |  |  |  |  |  |  |  |  |
| **0-30 days** |  |  |  |  |  |  |  |  |
|
| **31-60 days** |  |  |  |  |  |  |  |  |
|
| **61-90 days** |  |  |  |  |  |  |  |  |
|
| **91-180 days** |  |  |  |  |  |  |  |  |
|
| **181-360 days** |  |  |  |  |  |  |  |  |
|
| **more than 360 days** |  |  |  |  |  |  |  |  |
|
| **total recognised accounts receivable** |  |  |  |  |  |  |  |  |
| **recognised impairment** |  |  |  |  |  |  |  |  |
|
| **accounts receivable recognised in the balance sheet** |  |  |  |  |  |  |  |  |

*largest overdue accounts receivable detailed by company*

|  |  |  |  |
| --- | --- | --- | --- |
|  **Company name** | **Amount** | **Original expiry** | **Expected recovery****(amount/date)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***OVERDUE RECEIVABLES RESULTING FROM REGULAR BUSINESS OPERATIONS CANNOT BE REGARDED AS OVERDUE ACCOUNTS RECEIVABLE (e.g. claims recognised in respect of a parent company/subsidiary/related party, guarantee retention money, amounts based on a rescheduling agreement or affected by offsetting)***

|  |  |
| --- | --- |
|  | **Debtors concerned** |
| **HUF thousand** | **Domestic** | **Foreign** | **Total** |  |
| **0-30 days** |  |  |  |  |
| **31-60 days** |  |  |  |  |
| **61-90 days** |  |  |  |  |
| **91-180 days** |  |  |  |  |
| **181-360 days** |  |  |  |  |
| **more than 360 days** |  |  |  |  |

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 company signature

**Annex 4 to the Data Reporting Form**

*supplier data*

1. *10 most important suppliers and the turnover related to them*

*\* Please indicate with Yes or No whether a given supplier can be replaced.*

|  |  |
| --- | --- |
| **AS AT THE EFFECTIVE DATE OF THE LAST CLOSED ANNUAL FINANCIAL STATEMENTS:** | **AS AT THE APPLICABLE DATE OF DATA REPORTING:** |
| **NAME** | **COUNTRY** | **AMOUNT OF TOTAL TURNOVER (HUF thousand)** | **PAYMENT CONDITIONS** | **PRODUCT/** | **Can it be substituted?** | **NAME** | **COUNTRY** | **AMOUNT OF TOTAL TURNOVER (HUF thousand)** | **PAYMENT CONDITIONS** | **PRODUCT/** | **Can it be substituted?** |
| **SERVICE** | **SERVICE** |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|  |  |  |  |  | ☐ Yes☐ No  |  |  |  |  |  | ☐ Yes☐ No  |
|  |  |  |  |  | ☒ Yes☐ No  |  |  |  |  |  | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |
|   |   |   |   |   | ☐ Yes☐ No  |   |   |   |   |   | ☐ Yes☐ No  |

1. *accounts payable – aging report*

|  |  |  |
| --- | --- | --- |
|  | **As at the effective date of the last closed annual financial statements:** | **As at the applicable date of data reporting:** |
| **HUF thousand** | **Domestic** | **Foreign** | **Total** | **%** | **Domestic** | **Foreign** | **Total** | **%** |
| **Within deadline** |  |  |  |  |  |  |  |  |
| **Past deadline** |  |  |  |  |  |  |  |  |
| **0-30 days** |  |  |  |  |  |  |  |  |
|
| **31-60 days** |  |  |  |  |  |  |  |  |
|
| **61-90 days** |  |  |  |  |  |  |  |  |
|
| **91-180 days** |  |  |  |  |  |  |  |  |
|
| **181-360 days** |  |  |  |  |  |  |  |  |
|
| **more than 360 days** |  |  |  |  |  |  |  |  |
|

*largest overdue trade accounts PAYABLE detailed by company*

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name** | **Amount** | **Original expiry** | **Expected recovery****(amount/date)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***OVERDUE LIABILITIES RESULTING FROM REGULAR BUSINESS OPERATIONS CANNOT BE REGARDED AS OVERDUE ACCOUNTS PAYABLE (e.g. liabilities recognised in respect of a parent company/subsidiary/related party, guarantee retention money, amounts based on a rescheduling agreement or affected by offsetting).***

|  |  |  |
| --- | --- | --- |
|  |  | **The creditors concerned** |
| **HUF thousand** | **Domestic** | **Foreign** | **Total** |  |
| **0-30 days** |  |  |  |  |
| **31-60 days** |  |  |  |  |
| **61-90 days** |  |  |  |  |
| **91-180 days** |  |  |  |  |
| **181-360 days** |  |  |  |  |
| **more than 360 days** |  |  |  |  |

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 company signature

**Annex 5 to the Data Reporting Form**

# *BENEFICIAL OWNER’S DECLARATION OF CUSTOMERS THAT ARE LEGAL ENTITIES OR ORGANISATIONS WITHOUT LEGAL PERSONALITY*

***For fulfilment of the obligation prescribed in Section 9 of the Anti-Money Laundering Act.***

***I the undersigned …….………….…………………………….., as the representative of ……..……………………………………. declare that the beneficial owner(s)\* of the legal entity or organisation without legal personality represented by me is (are) the following person(s):***

|  |  |  |
| --- | --- | --- |
| 1. | Family and first name (name at birth): |  |
| Address: |  |
| Nationality: |  |
| Address in Hungary of a foreign citizen: |  |
| Place and date of birth: |  |
| Nature and extent of the ownership interest: | **☐** He/she holds a direct ownership stake and voting right**☐** He/she holds an indirect ownership stake and voting right**☐** Otherwise exercises actual control or governance**☐** Senior officer**☐** Person involved in the operation of a foundation or in a trust (beneficiary, settlor or asset manager) | Extent of the ownership interest | % |
| Is the beneficial owner a Politically Exposed Person: |  |
| 1. | Family and first name (name at birth): |  |
| Address: |  |
| Nationality: |  |
| Address in Hungary of a foreign citizen: |  |
| Place and date of birth: |  |
| Nature and extent of the ownership interest: | **☐** He/she holds a direct ownership stake and voting right**☐** He/she holds an indirect ownership stake and voting right**☐** Otherwise exercises actual control or governance**☐** Senior officer**☐** Person involved in the operation of a foundation or in a trust (beneficiary, settlor or asset manager) | Extent of the ownership interest | % |
| Is the beneficial owner a Politically Exposed Person: |  |
| 1. | Family and first name (name at birth): |  |
| Address: |  |
| Nationality: |  |
| Address in Hungary of a foreign citizen: |  |
| Place and date of birth: |  |
| Nature and extent of the ownership interest: | **☐** He/she holds a direct ownership stake and voting right**☐** He/she holds an indirect ownership stake and voting right**☐** Otherwise exercises actual control or governance**☐** Senior officer**☐** Person involved in the operation of a foundation or in a trust (beneficiary, settlor or asset manager) | Extent of the ownership interest | % |
| Is the beneficial owner a Politically Exposed Person: |  |
| 1. | Family and first name (name at birth): |  |
| Address: |  |
| Nationality: |  |
| Address in Hungary of a foreign citizen: |  |
| Place and date of birth: |  |
| Nature and extent of the ownership interest: | **☐** He/she holds a direct ownership stake and voting right**☐** He/she holds an indirect ownership stake and voting right**☐** Otherwise exercises actual control or governance**☐** Senior officer**☐** Person involved in the operation of a foundation or in a trust (beneficiary, settlor or asset manager) | Extent of the ownership interest | % |
| Is the beneficial owner a Politically Exposed Person: |  |

***I am aware that I am obliged, within 5 (five) working days, to report to the service provider any changes that may occur in the data specified above or in my personal data, and that I shall be liable for any damage arising from a failure to meet this obligation.***

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 company signature

Beneficial owner:

1. the natural person who owns or controls at least **twenty-five per cent** of the shares or voting rights in a legal person or an unincorporated business association directly or - by way of the means defined in Subsection (4) of Section 8:2 of the Act on the Civil Code (hereinafter referred to as “Civil Code”) - indirectly, or otherwise exercises actual control or governance over the legal person or an unincorporated business association, if that legal person or unincorporated business association is not listed on a regulated market and is subject to disclosure requirements consistent with Community legislation or subject to equivalent international standards,
2. the natural person who has a dominant influence in a legal person or unincorporated business association as defined in Subsection (2) of Section 8:2 of the Civil Code,
3. in the case of foundations, a natural person,

ca) who is the beneficiary of at least twenty-five percent of the foundation’s assets if the future beneficiaries have already been specified,

cb) in the interest of whom the foundation was established, or is being run, provided that the beneficiaries have already been defined; or

cc) who is a member of the foundation’s management board, or who exercises a controlling influence over at least 25% of the foundation’s net assets and/ or proceeds in respect of the representation of the foundation,

1. in the case of a trust agreement

da) the settlor, as well as its beneficial owner as defined in point a) or b),

db) the trustee, as well as its beneficial owner as defined in point a) or b),

dc) the beneficiary or group of beneficiaries, as well as its beneficial owner as defined in point a) or b), and

ed) a natural person who exercises control or governance over the managed assets in any other manner, and

1. in the absence of the natural person defined in points a) and b), the most senior officer of the legal person or organisation without legal personality;

**Annex 6 to the Data Reporting Form**

**Information on Data Processing**

**for business contact persons, proxy holders and legal representatives, as well as natural persons acting in person in the course of agreement fulfilment**

|  |  |
| --- | --- |
| Who processes your personal data? | The data controller is CIB Bank Zrt. (and if you wish to use financing provided by CIB Lízing Zrt., then CIB Lízing Zrt. as well) (www.cib.hu, 1027 Budapest, Medve utca 4-14.).  |
| For what purpose, on what legal basis and for what period will your personal data be processed? | The purpose of, the legal basis for, and the period of personal data processing are summarised in the following table. |
| Purpose of data processing | Legal grounds for the data processing | The data processed | Duration of data processing |
| Liaising with the Data Controller | The legitimate interest of the business and the data controller | Name, telephone number, e-mail address of the contact person | the data processing shall last until such time as the liaison is necessary for the fulfilment of the agreement |
| providing a financing offer, concluding the agreement | The legitimate interest of the business and the Data Controller | Name of the proxy holder and the legal representative | the data processing – in the absence of a provision of the law to the contrary – shall last from the expiry of the period of enforceability of rights and obligations arising from the legal relationship in respect of which the Data Controller is processing the personal data. |
| fulfilment of the agreement  | The legitimate interest of the business and the Data Controller | Identification data of the natural person acting in the course of the agreement fulfilment and the ID of such person’s documents | the data processing – in the absence of a provision of the law to the contrary – shall last from the expiry of the period of enforceability of rights and obligations arising from the legal relationship in respect of which the Data Controller is processing the personal data. |
|  |  |
| What rights do you have? | Pursuant to Regulation (EU) 2016/679 of the European Parliament and the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, you(i) have the right to request access to personal data relating to you, requesting information on the data processed by the Data Controller. Provision of information or of copies of the data processed is free of charge. If you request additional copies, you may be charged a fee of reasonable extent, based on the administrative cost,(ii) have the right to request the rectification or the deletion of personal data relating to you or the restriction of its processing,(iii) may request from the Data Controller information on the recipients who have been informed of the rectification or deletion of the personal data or the restriction of its processing, |
| Who are the recipients of your personal data? | Recipients of the personal data are the Data Controller’s agents and data processors.  |
| What options are available to you for legal recourse? | Regarding the lawfulness of data processing, you can initiate a procedure with the National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c., postal address: 1534 Budapest, Pf.: 843, website: www.naih.hu,, tel.: +36 (1) 391-1400, fax: +36 (1) 391-1410, central e-mail address: ugyfelszolgalat@naih.hu) or you may take the matter to court. We recommend that you contact our data protection officer before turning to the National Authority for Data Protection and Freedom of Information or to a court of law. |
| How to contact the data protection officer? | Contact details for Data Controller’s data protection officer: 1027 Budapest, Medve u. 4-14., telephone: +36 (1) 423-1112, central e-mail address: adatvedelem@cib.hu |

You may at any time object to your personal data being processed based on interest assessment. You may submit your objection free of charge at the branches of CIB Bank Zrt., via the phone, or e-mail in the case of CIB Bank Zrt., or in the case of CIB Lízing Zrt., at the customer service office located at 1024 Petrezselyem u. 2-8., or via the CIB24 customer service call centre by calling the (+36 1) 4 242 242 telephone number.

1. Such relationship shall be, for example

	* 1. changing of the activity of the business to its own advantage,
		2. definition of critical transactions, e.g. loss, profit transfer
		3. the appointment and removal of those executive managers, members of the supervisory committee and the management board or the majority of a decision-making body of equivalent level, who exercise control over the business,
		4. majority votes at shareholders’ meetings or at the meetings of the management board (or identical governing bodies), that exercise control over the business, [↑](#footnote-ref-1)
2. In this case “governing members” shall be those,

	1. who exercise controlling influence upon the financial and operational strategic decisions of the business
	2. who are able to influence the management:
		* owing to their ownership share and/or
		* based on an agreement, regardless of the form of the agreement and/or
		* due to statutory provisions,that allow the governing members to exercise control over the governed business. [↑](#footnote-ref-2)
3. Such relationship shall be, for example

	* 1. changing of the activity of the business to its own advantage,
		2. definition of critical transactions, e.g. loss, profit transfer
		3. the appointment and removal of those executive managers, members of the supervisory committee and the management board or the majority of a decision-making body of equivalent level, who exercise control over the business,
		4. majority votes at shareholders’ meetings or at the meetings of the management board (or identical governing bodies), that exercise control over the business, [↑](#footnote-ref-3)
4. In this case “governing members” shall be those,

	1. who exercise controlling influence upon the financial and operational strategic decisions of the business
	2. who are able to influence the management:
		* owing to their ownership share and/or
		* based on an agreement, regardless of the form of the agreement and/or
		* due to statutory provisions,that allow the governing members to exercise control over the governed business. [↑](#footnote-ref-4)