**CROATIAN NATIONAL BANK**

**Prudential Regulation and Supervision Area**

**Trg hrvatskih velikana 3**

**10000 Zagreb**

**APPLICATION FOR AUTHORISATION OF CREDIT UNIONS**

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| **No.** | **Information to be included in the application for authorisation** | **EXPLANATION****(list the requested data or indicate the number of the annex in which they can be found)** |
| 1 | **Name and head office of the credit union to which the application relates** |  |
| 2 | **Applicant's name/firm name, head office and address**  | *enter data on the applicant and the authorisation to submit the application (decision of the inaugural meeting, power of attorney)* |  |
| 3 | **Name of the person authorised for contact in connection with the application and telephone and fax numbers and e-mail address of that person** | *enter data on the person that may be contacted to provide additional information and documents or clarifications*  |
| 4 | **Draft statute of the credit union that is being established**  | *provide a draft statute adopted at the inaugural meeting* |
| 5  | **List of credit union founders** | *provide a Register of credit union members (Form ČKU[[1]](#footnote-1)) and the amount and percentages of membership holdings in the share capital of the credit union* |
| 6 | **For all founders, evidence of meeting the principles on which the credit union is established** | *provide evidence of meeting the principle on which the credit union is established (e.g. in the case of territorial principle, a copy of the personal identity card, in the case of employment principle, proof of employment, in the case of occupation or profession principle, proof of profession, etc.)* |  |
| 7 | **A list of related credit union members and the description of the nature of their relationship** | *in addition to the Form ČKU, provide the list of members of the credit union who are related in the manner referred to in Article 4 of the Credit Unions Act, describing the nature of the relationship* |
| 8 | **Evidence of paid-up membership holdings** | *provide bank certificate on the payment to the account earmarked for the payment of the share capital for the credit union that is being established* |
| 9 | **A description of the actions already taken before the application for authorisation** | *indicate all preparatory activities conducted before the application was submitted* |
| 10 | **A list of supervisory board members**  | *provide personal data and a brief curriculum vitae for all supervisory board members*  |
| 11 | **A proposal for management board members** | *along with the Application for authorisation, provide the Application for approval for a member of the management board of the credit union* |
| 12 | **Business strategy of the credit union and its business plan with projections of financial statements (balance sheet, profit and loss account) for the first three operating years** | *provide a list of operations which the credit union plans to carry out in accordance with Article 3 of the Credit Unions Act and enclose the business plan referred to in Article 31, paragraph (2), item (3) of the Credit Unions Act* |
| 13 | **Organisational, management and personnel structure of the credit union** | *provide detailed information on the organisational structure of the credit union, indicating the planned number of employees and their qualification structure* |
| 14 | **Internal bylaws defining the operating policies and procedures of the credit union** | *provide drafts of all internal bylaws defining the operating policies and procedures of the credit union* |
| 15 | **Information technology of the credit union** | *describe initial and planned information technology* |
| 16 | **Tangible assets of the credit union** | *describe the business premises in which the credit union plans to operate (specifying its size, equipment, protection)* |
| 17 | **Estimated cost of credit union establishment** | *indicate all the planned costs for launching the normal operation of the credit union* |

The applicant hereby declares that all the data and information provided with the application are accurate and complete and that he/she will inform the Croatian National Bank without delay of any change which might affect the authorisation decision.

Place and date:

Name and signature of the authorised person:

*Note:*

*The completed form should be printed out, signed, scanned and enclosed with the e-form.*

1. Form ČKU is prescribed by the Decision on the form and the manner of keeping the Register of credit union members (OG 71/2007). [↑](#footnote-ref-1)