

List of necessary documents for the exercise of the right for refund

Preamble: Considering that Banca Transilvania, credit institution with the registered office in Cluj-Napoca, 8 G. Baritiu Str., Cluj, Trade Register Number J12/4155/1993 and the Tax Identification Number 5022670 („Banca Transilvania”) and Bancpost S.A merged through absorption and on 31.12.2018 (*effective date of the merger*), Bancpost S.A was deregistered from the Trade Register Office, attached to the Cluj Tribunal, as at the merger date, and any obligations or rights of Bancpost S.A were taken over by Banca Transilvania, thus all the references to Bancpost S.A are considered references made to Banca Transilvania.

Any Entitled Shareholder can exercise his/her Right for Refund by sending the following documents to the Bank in compliance with par. 1 and par. 2 below:

- The Application Form for the Exercise of the Right for Refund, and upon case, the original copy of the FX and Transfer Application form, in the form and content established in Appendix 1, and respectively Appendix 2 to the Refund Terms and Conditions, filled in and signed accordingly by the Entitled Shareholder or the legal/conventional representative, upon case, together with:
 - (a) **For Individual Entitled Shareholders:**
 - i. the photocopy of the Entitled Shareholder’s ID, certified as a true copy by the Entitled Shareholder (and, in the case of Successors, copies of the notarized settlement of succession documents, attesting the ownership right over the shares, making the object of the exercise of the Right for Refund);
 - ii. original notarised power of attorney or power of attorney certified by a lawyer pursuant to art.3 par 1 lett. c) of the Law no 51/1995, or the original copy of the power of attorney having applied other formality similar to notarization/certification by a competent authority of the state in which the shareholder is a resident, and the photocopy of the representative’s ID, certified as a true copy by the representative, if the Application Form for the Exercise of the Right for Refund is filed by the representative;
 - (b) **For Legal Entity Entitled Shareholder:**
 - i. photocopy of the incorporation certificate of such Entitled Shareholder or of an equivalent document, certified as a true copy by the representative of the Entitled Shareholder;
 - ii. a certificate of incumbency issued by the Trade Registry, or any other equivalent document in original or in a certified copy, issued by a competent authority in the state where the shareholder is legally registered attesting the capacity as legal representative; such certificate or equivalent document should not be older than 30 days before the submission of the Application Form for the Exercise of the Right for Refund;

- iii. original copy of the notarised power of attorney or power of attorney certified by a lawyer pursuant to art.3 par 1 lett. c) of the Law no 51/1995, if the Application Form for the Exercise of the Right for Refund is not signed by the legal representative;
 - iv. the photocopy of the legal entity representative's ID, certified as a true copy by the representative;
 - v. in case of non-residents the tax residency certificate, in original or a certified copy thereof, issued by the competent authority from the country of residence, or another document issued by an authority besides the fiscal authority, vested with duties on certifying the residency status as per the national law of the State in question, valid for the year when the payment is made, together with an authorized translation into Romanian language.
1. The abovementioned documents shall be drafted in Romanian or in English. The Entitled Shareholder shall send or file the documents to/with the Bank accompanied by a certified translation into Romanian or English, if any such document is written in any other language besides Romanian or English and in compliance with the provisions under let. b) v) from above, as the case may be.
 2. The full set of documents, correctly drafted can be handed personally or via a representative based on the notarised power of attorney/ power of attorney certified by a lawyer/ legal or conventional representative, upon case, with the following mention written clearly, in caps "the **EXERCISE OF THE RIGHT FOR REFUND**"
 - (a) submitted in any working day, during 09.00 a.m.-17.00 p.m., at Banca Transilvania office, Sos. Bucuresti – Ploiesti, no.43, Sector 1, Bucharest, via the Registry Office;
 - (b) sent via any courier (in closed envelope, via registered mail with acknowledgement of receipt), so as to be registered as received at Banca Transilvania office, Sos. Bucuresti – Ploiesti, no.43, Sector 1, Bucharest, Corporate Governance Division (attn: Melania Ionescu);
 - (c) via email at the following addresses: Actionariat@bancatransilvania.ro; melania.ionescu@bancatransilvania.ro;