

IDENTIFICATION OF THE TENDERER/BUSINESS PARTNER (KYC FORM)

i.e. STATEMENT/INFORMATION ON THE PARTICIPATION OF NATURAL AND LEGAL PERSONS IN THE OWNERSHIP OF THE TENDERER

The information in this questionnaire is collected for the purpose of carrying out due diligence activities on business partners and checking conflicts of interest in public procurement procedures in accordance with sixth paragraph of Article 14 of the Integrity and Prevention of Corruption Act, Official Gazette of the Republic of Slovenia, No. 69/11 – official consolidated text, with changes, and in other procurement procedures.

1. Information about the tenderer/business entity

Name and legal form of the company:	
Registration number:	
Address (tenderer's registered office):	
Main activity of the tenderer:	
Phone:	
E-mail:	
Website:	

2. Information about the persons authorized to represent business entity (members of the management board, directors or procurators)

Name and surname:	
ID:	
Position/acting in the role:	
Permanent residence:	
Is the person authorized to represent a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	
Position/acting in the role:	
Permanent residence:	
Is the person authorized to represent a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	
Position/acting in the role:	
Permanent residence:	
Is the person authorized to represent a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	
Position/acting in the role:	
Permanent residence:	
Is the person authorized to represent a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Politically exposed person is, in accordance with the provisions of the Prevention Of Money Laundering And Terrorist Financing Act (ZPPDFT-2, OJ No. 48/22 and 145/22), any natural person who is or has been acting in a prominent public position in a Member State or a third country in the last year, including his/her immediate family members and close associates. Natural persons who act or have acted in a prominent public position are: Heads of State, Prime Ministers, Ministers and their deputies or assistants; elected representatives of legislative bodies (members of National Assembly and National Council); members of governing bodies of political parties; members of supreme and constitutional courts and other judicial bodies at a high level against whose decisions, except in exceptional cases, regular or extraordinary remedies cannot be used; members of the courts of auditors and the councils of central banks; heads of diplomatic missions and consulates and representatives of international organisations and senior officers of armed persons; members of administrative or supervisory bodies of state-owned enterprises; heads of bodies of international organisations (such as presidents, secretaries-general, directors, judges), their deputies and members of management bodies or holders of equivalent functions in international organisations.*

Immediate family members are: spouse or common-law partner, formal or non-formal civil union partner, parents and children and their spouses or common-law partners.

Close associates are all natural persons who are known to be joint owners or to have any other close business relations with a politically exposed person. A close associate is also a natural person who is the sole beneficial owner of a business entity or similar legal entity under foreign law, which is known to have been established for the actual benefit of a politically exposed person.

3. Information about the members of the Supervisory Board

Name and surname:	
ID:	
Permanent residence:	
Is the member of the Supervisory Board a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	
Permanent residence:	
Is the member of the Supervisory Board a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	
Permanent residence:	
Is the member of the Supervisory Board a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

Name and surname:	
ID:	

Permanent residence:	
Is the member of the Supervisory Board a politically exposed person?* <input type="checkbox"/> YES <input type="checkbox"/> NO	

4. Ownership structure:

a) Natural persons (specify all persons with an ownership interest of 5% or more)

	Name and surname	Personal identification number	Permanent residence	Ownership interest (in %)
1				
2				
3				
4				
5				

b) Legal entities (specify all entities with an ownership interest of 5% or more)

	Company name	Registration number	Registered office	Ownership interest (in %)
1				
2				
3				
4				
5				

5. Beneficial owner data - Ultimate beneficial owner of business entity

The ultimate beneficial owner of business entity is any natural person who is the ultimate owner of the entity, or who supervises or otherwise controls the entity, or the natural person on whose behalf the transaction is carried out (see also Prevention Of Money Laundering And Terrorist Financing Act (ZPPDFT-2, OJ No. 48/22, 145/22 and 17/25, paragraph 40., 42.-44.)). The ultimate beneficial owner of the business entity shall be deemed to be:

- A. the natural person(s) who ultimately owns and controls a business entity through direct ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means by virtue of which they participate in the management of the economic entity. An ownership interest, voting or other rights on the basis of which the participation in the management of the legal entity is given, of more than 25 % in the customer held by a natural person, or a shareholding of 25 % plus one share, shall be an indication of direct ownership.*
- B. the natural person(s) who ultimately owns or controls a legal entity through indirect ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means by virtue of which they participate in the management of the economic entity. An ownership interest, voting or other rights on the basis of which the participation in the management of the legal entity is given, of more than 25 % in the customer held by a natural person, or a shareholding of 25 % plus one share, shall be an indication of direct ownership.*
- C. A natural person (persons) who has a controlling position in the management of the assets of the economic operator or has the ability to control, direct or otherwise significantly influence the managerial decisions of the economic operator on the basis of the provision of funds.*
- D. In the event that no natural person is identified as the beneficial owner according to points A, B or C, one or more persons occupying the position of the management of that economic entity shall be considered the beneficial owner of the economic operator (persons authorized to represent business entity – point 2.).*

At least one natural person is identified as the ultimate beneficial owner according to points A, B or C (mark accordingly)

☐ YES ☐ NO

If at least one natural person is identified as the ultimate beneficial owner according to points A, B or C, all actual owners according to points A, B or C should be listed below.

Natural persons

Owner 1

Name and surname:	ID:
Permanent residence:	
Type of ownership (select as appropriate): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Ownership interest (enter the percentage of direct or indirect ownership for type of ownership A or B): _____%
Is the beneficial owner a politically exposed person?*: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Owner 2

Name and surname:	ID:
Permanent residence:	
Type of ownership (select as appropriate): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Ownership interest (enter the percentage of direct or indirect ownership for type of ownership A or B): _____%
Is the beneficial owner a politically exposed person?*: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Owner 3

Name and surname:	ID:
Permanent residence:	
Type of ownership (select as appropriate): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Ownership interest (enter the percentage of direct or indirect ownership for type of ownership A or B): _____%
Is the beneficial owner a politically exposed person?*: <input type="checkbox"/> YES <input type="checkbox"/> NO	

6. Related parties of the tenderer/business entity

Related companies are legally distinct companies which are related to each other in the following ways:

- one company has a majority shareholding in the other (a majority-owned company and a company with a majority shareholding);
- one company is dependent on the other (subsidiary and parent company);
- they are group companies;
- the two companies have a mutual participation in each other; or
- they are linked by enterprise agreements.

	Company name	Registration number	Registered office
1			
2			
3			

4			
5			

7. Information on the processing of personal data

Luka Koper d.d. undertakes to process the collected data exclusively for the purpose of carrying out due diligence on business partners in procurement procedures in accordance with the internal acts of Luka Koper d.d. and the Integrity and Prevention of Corruption Act (ZIntPK) and in the process of awarding and implementing a public procurement contract, in compliance with all relevant regulations in the area of personal data protection and the obligations of Luka Koper d.d. arising from these regulations.

The personal data collected will not be disclosed to unauthorised third parties and will be stored in the prescribed places, using appropriate technical, organisational and personnel safeguards, for as long as is necessary to fulfil the purpose for which it was collected and to comply with the prescribed archiving periods, after which it will be permanently destroyed.

Luka Koper, d.d. will provide the persons whose personal data are processed with the possibility to exercise their rights relating to the protection of personal data (right to information, right of access to personal data, right to the completion, rectification or erasure of personal data, right to restriction of processing, right to data portability and right to object) in writing to Luka Koper, d.d., Vojkovo nabrežje 38, 6501 Koper, with the reference 'Protection of personal data' or by e-mail to varstvo.podatkov@luka-kp.si.

8. Statement on accuracy of the information

By signing this declaration, the tenderer guarantees, under criminal and material liability, the authenticity, accuracy and truthfulness of the information and confirms to be aware that the contract that Luka Koper d.d. may conclude with the tenderer may be invalid if all or any of the statements made in this document are unreliable, inaccurate, untrue and unfounded. Luka Koper d.d. reserves the right to verify the accuracy of all data provided in this statement. **During the course of business cooperation, the tenderer must immediately inform Luka Koper d.d. of any change in the information that is the subject of this document.**

Authorized representative of the tenderer/business entity:

Name and surname:	
Position/acting in the role:	
Signature:	
Date:	