

Administrative Committee of Apartment Building Account

- Meeting minutes for the appointment of the administrative committee signed by President and Secretary of the General Meeting.
- Registration of the Administrative Committee in the Cy Land Registry (where applicable)
- Resolution of the Administrative Committee signed by all its members for:
 - The opening of the account and the designation of authorized signatories (if more than one, the rule of the combination of signatories must be specified, e.g. anyone of signatories, any two of the three signatories, both of them together, etc.)
 - Issuance of a debit card, specifying the cardholder (where applicable). Debit cards are issued only for current accounts,
 - Issuance of 1bank access codes, specifying the access rights for each individual (where applicable).
- Identification documents and proof of permanent address* for the following persons:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Authorised Signatory/ies

* Utility bill must be recent, within the last 6 months. Mobile phone bills are not accepted.

In cases where the Administrative Committee consists of no more than two members:

- The members must be owners of the apartments.
- Submission of property titles or the corresponding contract of sale is required.

In cases where there is an agreement with a Management Company:

- Submission of the agreement/resolution between the Administrative Committee and the Management Company, specifying the individuals representing the Management Company, duly signed by both parties.