

## AUTHORISATION to use FINA e-Invoice and e-Archive

By which I, \_\_\_\_\_  
(Full name of the person authorised to represent or natural person/principal)

From \_\_\_\_\_  
(Address and postal code of residence of the person authorised to represent or natural person/principal)

As the person authorised to represent \_\_\_\_\_  
(Name, address and postal code of the registered office, tax number (OIB) and registration number (MB) of the business entity or natural person/principal)

\_\_\_\_\_  
(E-mail address and telephone/mobile number of the contact person of the business entity or natural person/principal)

In the VAT system  Yes

No

### AUTHORISE

The Financial Agency, Ulica grada Vukovara 70, 10000 Zagreb, OIB 85821130368, MB 00332852

(Name, address and postal code of the registered office, tax number (OIB) and registration number (MB) of the business entity/authorised person)

To use e-Invoice service and e-Archive services on behalf and on account of the business entity that I represent/me as a natural person.

The authorisation refers to the provision of the service:

- Entry of data in the e-Invoice web app
- Signing e-invoices
- Sending e-invoices to the e-Invoice service
- Sending e-invoice visualisation and xml to the principal
- Monitoring e-invoice status and notifying the principal
- Archiving e-invoices in the e-Archive system
- Archiving paper invoices
- \*Receiving e-invoices via the mFina mobile application (m-Invoice)

\*By selecting the option Receiving e-invoices via the mFina mobile application (m-Invoice), you consent to receive e-invoices and employee is authorized to send the authorization key for the m-Invoice.

The authorization key is delivered to the e-mail address:

\_\_\_\_\_  
The authorisation must be accompanied by a copy of the ID card of the person authorized to represent the Principal / natural person.

The authorisation is valid until revoked and may be used only for the purposes stated above and may not be used for any other purposes.

### Principal's statement

I hereby declare that I am aware of the General Terms of Service of the e-Invoice internet service and the General Terms of Service of e-Archive, and as the person authorised to represent the above business entity/me as a natural person, agree to pay a fee for the service of sending e-invoices through the e-Invoice service which, in addition to sending e-invoices, also includes the storage of e-invoices in the e-Archive service and long-term archiving of the submitted invoice and accompanying documents in paper and electronic form, for which I have issued this authorisation, in accordance with the Fina price list.

By signing this authorisation, under criminal and material liability, I declare that all the information supplied is accurate.

In \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
Full name of the person authorised to represent or natural person/principal

\_\_\_\_\_  
Signature of the person authorised to represent or natural person/principal  
(identical to the signature on the ID document)

## **Information to the Data Subject\* on the processing of personal data collected by this Authorisation for using the e-Invoice and e-Archive services**

Controller: Financial Agency, Ulica grada Vukovara 70, 10 000 Zagreb, OIB: 85821130368, [info@fina.hr](mailto:info@fina.hr) / info phone 0800 0080

Contact of Fina's Data Protection Officer: [dpo@fina.hr](mailto:dpo@fina.hr)

The personal data collected by this Authorisation for e-Invoice and e-Archive services is processed only for the purposes of accessing the e-Invoice and e-Archive services and is necessary for the execution of the contract to which the Data Subject is a party.

The recipient of personal data is Fina and the personal data collected by this Authorisation is not passed on to other recipients.

Personal data will be kept for 12 years from the moment of unregistering the service or expiration of the certificate used to access the e-Invoice service.

The Data Subject has the right to request from Fina access, correction, portability, and limitation of processing, as well as to file objection against the processing of their personal data, provided that the set legal conditions for such action(s) have been met. A request regarding the previous rights shall be submitted in writing at the marked counters in Fina's business units, the list of which is published on Fina's website: [www.fina.hr](http://www.fina.hr).

The Data Subject may file an objection to the processing of personal data with the supervisory body - the Croatian Personal Data Protection Agency, Selska cesta 136, Zagreb, [azop@azop.hr](mailto:azop@azop.hr), [www.azop.hr](http://www.azop.hr)

\* The Data Subject in terms of this Authorisation is the principal and authorised person whose data is collected by this Authorisation.