

**MINISTERIAL DECISIONS Ref. No. 88878/01/2022**

**Regulation of the LEGAL ENTITY OF PRIVATE LAW under the names “MANAGING BODY OF THE WAQF PROPERTY IN KOS” and “MANAGING BODY OF THE WAQF PROPERTY IN RHODES”**

**CHAPTER A GENERAL PROVISIONS**

**Article 1 Legal Personality – Seat – Seal**

1. The “Managing Body of the Waqf Property in Kos” and the “Managing Body of the Waqf Property in Rhodes” are non-state legal entities of private law. They have a charitable, non-profit character and are governed by the provisions of Articles 117 and 118 of Law 4821/2021 (A’ 134), as in force, this Regulation and the ministerial decisions issued in implementation of the above Law.
2. The Legal Entities of Private Law “Managing Body of the Waqf Property in Kos” and “Managing Body of the Waqf Property in Rhodes” are supervised by the Minister of Education and Religious Affairs and do not fall within the wider public sector.
3. The seat of the Legal Entity of Private Law “Managing Body of the Waqf Property in Kos” is the Municipality of Kos.
4. The seat of the Legal Entity of Private Law “Managing Body of the Waqf Property in Rhodes” is the Municipality of Rhodes.
5. The seal of the Legal Entity of Private Law “Managing Body of the Waqf Property in Kos” consists of two concentric overlapping circles. The outer circle bears the inscription “LEGAL ENTITY OF PRIVATE LAW-MANAGING BODY OF THE WAQF PROPERTY IN KOS”, and the inner circle, at its center, bears the seat “KOS”.
6. The seal of the LEGAL ENTITY OF PRIVATE LAW. “Managing Body of the Waqf Property in Rhodes” consists of two concentric overlapping circles. The outer circle bears the inscription “LEGAL ENTITY OF PRIVATE LAW– MANAGING BODY OF THE WAQF PROPERTY IN RHODES”, and the inner circle, at its center, bears the seat “RHODES”.

**Article 2 Mission – Purpose**

1. The mission of the Legal Entities of Private Law “Managing Body of the Waqf Property in Kos” and “Managing Body of the Waqf Property in Rhodes” is the management of buildings, plots, estates and, in general, all kinds of urban, agricultural and forest real estate, movable property and revenues dedicated until 30.12.1947 to pious, charitable and public benefit purposes in general or to philanthropic, religious, pious non-profit institutions, in particular for the preservation, maintenance and operation of Muslim monuments, mosques, cemeteries and other public-benefit structures, and the implementation of charitable actions. Their mission also includes the management of any kind of immovable and movable property and revenues that come into their ownership, possession or holding in accordance with general provisions.
2. The Managing Bodies are the holders of all rights and obligations relating to the dedicated immovable property, movable assets and revenues vested in them and carry out all necessary management acts for the continuous fulfilment of their mission

and the service of the general or expressly specified special purpose set by the dedicator of a specific asset.

### **Article 3 Principles of Operation – Autonomy**

1. The operation of the Managing Bodies is governed by the following principles:
  - a. Principle of transparency: Operational, management and financial procedures are transparent and always carried out within the framework of the State's legal regulations and this Regulation of the Legal Entities of Private Law.
  - b. Principle of sustainability protection: Operations, management and procedures aim at the sustainability of the Legal Entities of Private Law.
  - c. Principle of confidentiality: Procedures must protect, in accordance with the applicable legislative framework, the sensitive personal data of Muslims residing in Kos and exercising their religious duties in the mosques of Kos, as well as Muslims residing in Rhodes and exercising their religious duties in the mosques of Rhodes.
2. Legal Entities of Private Law enjoy administrative autonomy. Any matter relating to the implementation of their purposes, the exercise of their competences and their internal Managing Body and operation falls within the competence of their governing bodies.
3. Legal Entities of Private Law enjoy financial autonomy. The management of their property and of their financial capitals or other means made available to them falls within the competence of their governing bodies, which decide in accordance with this Regulation.

## **CHAPTER B ADMINISTRATION**

### **Article 4 Governing Bodies**

1. The Managing Bodies are administered by five-member Boards of Directors (BoDs), composed exclusively of Greek citizens of the Muslim faith, permanent residents of Kos and Rhodes respectively, who enjoy recognition and acceptance within the local community, and who are appointed by decision of the Minister of Education and Religious Affairs. By the same decision, one of the members is appointed Chairman of the BoD, who is also the legal representative of the Managing Body, while from among the remaining members a Treasurer and a Management Consultant are appointed. The Management Consultant must hold a degree or diploma from any Department of a Higher Education Institution or a Program of Studies of the Hellenic Open University or a Selected Program of Studies of a domestic Higher Education Institution, or an equivalent qualification from abroad. If none of the members holds such a degree or diploma, as specified in the preceding sentence, the BoD may contract an external associate to act as Management Consultant, following a specific and reasoned decision.
2. The term of office of the BoD is two (2) years and may be freely renewed.
3. By joint decision of the Ministers of Finance and of Education and Religious Affairs, one (1) member of the Legal Council of the State (LCS), together with their alternate, serving at the Office of the Legal Advisor of the Ministry of Education and Religious Affairs, is appointed in order to support the work of the BoD on specific legal matters.

## Article 5 Competences of the Board of Directors

1. The BoD is the supreme governance body of each Managing Body and has the competences provided for by the applicable legislation and this Regulation. Within the scope of its competences, the BoD determines the overall strategy and the means for fulfilling the purposes of the Legal Entity of Private Law, the optimal coverage of the worship needs of Muslims residing on the island of Kos and Rhodes respectively, the management of its resources and property, and exercises any general or special competence not explicitly assigned to another body under Articles 117 and 118 of Law 4821/2021 (A' 134), this Regulation and the ministerial decisions issued in implementation thereof.
2. In particular, the BoD exercises the following competences:
  - a. decides on any matter relating to the administration of the Legal Entity of Private Law and the management of its property, resources and expenditures, within the framework and to the extent provided for in Articles 117 and 118 of Law 4821/2021 (A' 134) and in accordance with the procedure laid down in this Regulation,
  - b. decides on the disposal of movable or immovable assets of the Managing Body and on the most efficient investment of the proceeds thereof, as well as on the disposal, in any manner, of unused material to other public-benefit organizations and on the classification of obsolete material as unusable,
  - c. decides on the execution of works for extensions, alterations, repairs, improvement and upgrading of buildings owned by it, as well as on the procurement of technological equipment, the purchase or lease of immovable property, the purchase or lease of movable assets and on all related actions and procedures,
  - d. carries out the collection of revenues of the legal entity deriving from state or EU grants, contributions, donations, inheritances and bequests, revenues from its property and, in general, any other lawful source, and decides on the management of revenues and the allocation of resources within the limits of the approved budget; deposits, at its absolute discretion, the resources of the Legal Entity of Private Law to credit institutions lawfully operating in Greece; manages securities (shares, bonds, etc.); leases immovable property owned by the legal entity or leases immovable property to meet its needs; and, in general, carries out any necessary act of management to secure and exploit available assets in pursuit of its purpose,
  - e. adopts a reasoned decision on the disclaimer or acceptance of a bequest or inheritance with the benefit of inventory, as well as on the acceptance or rejection of contributions and donations,
  - f. approves the budget of each financial year, the balance sheet and the financial report for the immediately preceding year, as well as any amendments to the budget, and submits them to the Ministry of Education and Religious Affairs by the end of March of each year, in accordance with paragraph 6 of Article 117 of Law 4821/2021 (A' 134),
  - g. approves the conclusion of program agreements with first- and second-level Local Government Authorities, Decentralized Administrations and Ministries,
  - h. submits proposals to the Minister of Education and Religious Affairs regarding the method, procedure and requirements for filling the positions of Imam, Deputy Imam and Muezzin,
  - i. decides on the permanent or temporary suspension or revocation of the Imam, Deputy Imam and Muezzin for serious reasons relating to the performance of their duties,

- j. adopts a reasoned decision on the temporary assignment of duties of a Muslim religious minister (Imam),
- k. decides on the recruitment of staff, including religious ministers, provided that a corresponding appropriation exists in the approved budget; determines their rights, obligations, specific duties and remuneration in accordance with collective labor agreements and labor legislation in general. The conclusion of any kind of contract between the legal entity and members of the BoD or persons managing its property and resources, their spouses and relatives by blood or affinity up to the second degree, is prohibited. This prohibition also applies to any legal entity belonging to the aforementioned persons,
- l. submits proposals to the Minister of Education and Religious Affairs regarding the method, procedure and requirements for filling positions of staff under open-ended employment contracts,
- m. carries out all necessary procedures for the recruitment of temporary staff, the assignment of work to personnel to meet its needs, and approves the relevant contracts,
- n. decides on the renewal of contracts of staff employed under fixed-term private-law contracts,
- o. submits a proposal to the Minister of Education and Religious Affairs for the appointment of a trustee managing and representing the Private Waqfs of Kos and Rhodes respectively,
- p. carries out absolutely necessary acts of management of the Private Waqfs of Kos and Rhodes respectively, until the appointment of a trustee,
- q. monitors the proper management of the assets of the Private Waqfs of Kos and Rhodes respectively and their compliance with the dedicatory act, based on the detailed balance sheet and financial report submitted by the trustee,
- r. submits to the Minister of Education and Religious Affairs an audit report on the Private Waqsf of Kos and Rhodes respectively, in accordance with paragraph 3 of Article 118 of Law 4821/2021 (A' 134),
- s. submits to the Minister of Education and Religious Affairs, every two years, an updated list of the Private Waqfs in Kos and Rhodes respectively, in accordance with paragraph 6 of Article 118 of Law 4821/2021 (A' 134),
- t. decides, following notification to the Ministry of Education and Religious Affairs, on the participation and representation of the legal entity in conferences, events and fora within Greece and on the development of cooperation and communication with international or European bodies or bodies of other countries having purposes similar to those of the Legal Entity of Private Law, including participation in fora abroad,
- u. approves travel of the Chairman, the members of the BoD and the staff, within and outside the country, and determines by decision the compensation payable for traveling away from the seat,
- v. submits proposals to the Minister of Education and Religious Affairs for any amendments to the Operating Regulation of the Legal Entity of Private Law,
- w. decides on any other matter not explicitly assigned by law to the competence of other bodies,
- x. determines, on a case-by-case basis, the purposes of the Legal Entity of Private Law and prioritizes its objectives at its free discretion, provided that the necessary resources have been secured,

- y. safeguards the documents, books and seal of the Legal Entity of Private Law and is responsible for their destruction or loss,
- z. exercises supervision and control over the staff of the Legal Entity of Private Law.
3. The BoD may, by decision, delegate or authorize the exercise of certain of its competences to the Chairman or the Treasurer, and may assign the handling of specific matters to other members. Any delegation of competence or signing authority may be revoked at any time by decision of the BoD, without the need for justification.

#### **Article 6 Operation of the Board of Directors**

1. The BoD is convened by the Chairman in regular session once a month and in extraordinary session whenever deemed necessary by the Chairman or upon written request by at least three (3) members of the BoD. In the latter case, the Chairman is obliged to convene the BoD within three (3) days from the written notification of the request. The notification shall also specify the matters for which the extraordinary meeting is requested.
2. The invitation and the agenda, accompanied by the necessary documents for each item, are sent at least forty-eight (48) hours prior to the meeting, under the responsibility of the Secretary, to all members of the BoD and to the Member of the Legal Council of the State (LCS) referred to in paragraph 3 of Article 4 hereof. Dispatch may also be effected electronically by email. In urgent cases, the invitation may also be made by telephone. In the event that members are unable to attend, they are required to notify the Chairman of the BoD by any appropriate means.
3. Meetings of the BoD may be held in person, by teleconference, or simultaneously in person and by teleconference. Items not included in the agenda shall be discussed only if unanimously approved in advance by the members present.
4. The place of meeting shall be the seat of the Legal Entity of Private Law.
5. The BoD is deemed to be in quorum when the Chairman and at least two (2) of its members are present. Decisions are taken by absolute majority of the members present. In the event of a tie, the matter discussed shall be referred to the next meeting, at which, in the event of a tie, the Chairman's vote shall prevail.
6. The rapporteur to the BoD shall be the Chairman or another member appointed by the Chairman.
7. Minutes of the meetings are kept by the Secretary and signed by all members present, with reference to any recorded dissenting opinions and the reasoning thereof. Approval of the minutes takes place at the immediately following meeting by the BoD.

#### **Article 7 Duties of Members of the Board of Directors – Decision-making – Publication of Decisions**

1. Members of the BoD are obliged:
  - a. to perform their duties collectively and within the operation of the body, unless otherwise provided for in this Regulation or unless specific duties are assigned to them by decision of the BoD,
  - b. to act in accordance with the legislation applicable to the Legal Entity of Private Law and this Regulation, in order to serve its purpose, ensure its sustainability, and secure

- the orderly and safe operation of services, places of worship and cemeteries for the benefit of Muslims residing in Kos and Rhodes,
- c. to demonstrate prudence and propriety in the performance of their duties, to participate actively therein, to provide reasons for their opinions and to comply with BoD decisions irrespective of whether they have been in the minority,
  - d. to comply with the duty of confidentiality and secrecy, particularly with regard to sensitive personal data and security matters,
  - e. to safeguard the personality and prestige of the Legal Entity of Private Law,
  - f. to participate in all BoD meetings and, in general, to conscientiously perform their duties.
2. If a member of the BoD wishes, for serious reasons, to refrain from performing their duties for a period of up to two (2) months, their request must be approved by the BoD.
  3. A member of the BoD may not participate in the discussion of a matter, in decision-making or in the expression of an opinion or proposal when:
    - a. the satisfaction of a personal interest is connected with the outcome of the matter under consideration, and
    - b. the member is a spouse or relative by blood or affinity in the direct line without limitation (direct ascending and descending line), or in the collateral line up to the second degree, of any interested party, or has a special bond, particular relationship or hostility with such party.
  4. Any decision taken in breach of paragraph 3 of this Article shall be null and void.
  5. A member of the BoD who considers that grounds for abstention exist in their person is obliged to declare this immediately to the BoD and to refrain from any action until the BoD decides on their participation or abstention from the meeting.
  6. An application for the exclusion of a member of the BoD from a meeting during the performance of their duties may be submitted by interested parties whose matter is under discussion, at all stages of the procedure. The application shall be submitted to the BoD, which shall decide immediately.
  7. Members of the BoD are liable for decisions that are not in conformity with the applicable legislation and the rules of operation.
  8. Members of the BoD, in the performance of their duties, are liable for intent and gross negligence.
  9. The Chairman and the Management Consultant are required to submit annually, and for the period provided for in paragraph 2 of Article 1 of Law 3213/2003 (A' 309) for those subject to point 49 of paragraph 1 of the same Article, following the termination of their term of office for any reason, a declaration of their assets.
  10. Decisions of the BoD are published on the website of the Legal Entity of Private Law, in compliance with personal data protection provisions. The Managing Bodies may, by act, exclude from publication information relating to personal data, charitable actions or financial agreements, where publication may harm the interests of the Waqf or third parties.

#### **Article 8 Replacement of Members of the Board of Directors**

1. The BoD may continue to operate, but not beyond a period of three (3) months, if a member ceases to serve, is dismissed or resigns for any reason, provided that the

remaining members suffice to form a quorum. If the absence exceeds six (6) months, the member concerned shall be replaced by a new member until the expiry of the term of office of the incumbent BoD. If more than two (2) members request exemption from their duties, the BoD shall be reconstituted.

2. Members of the BoD who act in a manner contrary to the purposes and duties for which they were appointed may be dismissed, recalled and replaced by decision of the Minister of Education and Religious Affairs.
3. Grounds that may lead to the replacement of a member include, in particular:
  - a. acts that demonstrably harm the interests of the legal entity,
  - b. unjustified absence from three (3) consecutive regular BoD meetings,
  - c. repeated non-compliance with or unjustified refusal to implement BoD decisions,
  - d. systematic obstruction of the operation of the BoD,
  - e. commission of acts falling within the scope of Law 4285/2014 (A' 191).

### **Article 9 Remuneration of Members of the Board of Directors**

The expenditure for the remuneration of the members of the BoD is covered exclusively by the own resources of the Legal Entities of Private Law and does not burden the State Budget.

### **Article 10 Competences of the Chairman**

1. The Chairman of the BoD exercises the following competences:
  - a. convenes the BoD, draws up the agenda of matters for discussion, presides over meetings and ensures the implementation of its decisions,
  - b. prepares and signs all BoD decisions and meeting minutes and issues certified copies or extracts thereof for official and any lawful use,
  - c. approves all types of expenditure following a decision of the BoD,
  - d. signs all types of contracts approved by the BoD,
  - e. represents the Legal Entity of Private Law judicially and extra-judicially before any competent court and authority, public enterprises and in its relations with any third party, and may grant the necessary powers of attorney to those deemed appropriate,
  - f. corresponds with authorities and third parties and signs all documents of the BoD under the seal of the legal entity,
  - g. adopts a reasoned decision to invite third parties to provide any necessary information (e.g. scientific, technical or religious),
  - h. exercises supervision and control over all categories of staff of the Legal Entity of Private Law and, in general, implements BoD decisions and special instructions assigned to them,
  - i. supervises the coordination of the overall work of the Legal Entity of Private Law and informs the competent services of the Ministry of Education and Religious Affairs of its operation and needs,
  - j. handles urgent matters falling within the competence of the BoD where delay would entail an obvious risk or damage to the interests of the Legal Entity of Private Law, which are placed on the agenda of the next BoD meeting,
  - k. timely informs the supervising Ministry of the overall operation of the Legal Entity of Private Law and of any act or omission that harms or may harm its interests, in

particular those relating to the operation of mosques and cemeteries managed by the Legal Entity of Private Law,

- l. instructs the Treasurer to pay any expenditure provided for in the approved budget or otherwise approved by the BoD, not exceeding the amount of ten thousand euros (€10,000.00).
2. By specific and reasoned decision, the Chairman may delegate part of their competences to other members of the BoD.
3. The Chairman of the BoD submits for approval to the Coordinator of the Decentralized Administration of the Aegean decisions concerning:
  - a. financial matters exceeding ten thousand euros (€10,000),
  - b. the leasing or rental, purchase or sale, transfer or granting of security rights over immovable property of the Legal Entity of Private Law,
  - c. the undertaking of any form of borrowing obligation by the Legal Entity of Private Law,
  - d. the acceptance of any kind of donations, sponsorships, offers, inheritances or bequests,
  - e. the recruitment of a religious minister (Imam),
  - f. the recruitment of permanent staff.
4. The Coordinator of the Decentralized Administration of the Aegean is required, within fifteen (15) days, to approve or reject the above decisions; otherwise, their approval shall be presumed.

#### **Article 11 Competences of the Treasurer**

1. The Treasurer of the BoD exercises the following competences:
  - a. bears responsibility for the orderly financial and accounting management,
  - b. ensures the timely preparation and submission to the BoD of the budget, balance sheet and financial report of the Legal Entity of Private Law and proposes any amendments thereto,
  - c. carries out any transaction involving bank accounts, deposits or withdrawals of any amount up to ten thousand euros (€10,000.00) for the operational needs of the Managing Body, signing all relevant supporting documents; for higher amounts, a BoD decision is required,
  - d. collects all revenues, issuing and signing the relevant sequentially numbered duplicate receipts,
  - e. deposits the revenues of the Managing Body in one or more credit institutions, retaining a small amount necessary for urgent and extraordinary expenses of the Legal Entity of Private Law, the amount of which is determined by BoD decision at the beginning of each year,
  - f. executes all payments following the relevant instruction pursuant to point (l) of paragraph 1 of Article 10,
  - g. keeps and safeguards the management books and records of the legal entity,
  - h. executes all payments,
  - i. is responsible for the planning and execution of necessary procurements,
  - j. handles the receipt and collection of expenditure supporting documents and submits them to the Chairman for approval by the BoD,

- k. proposes, monitors and completes all procedures for the receipt of grants and funding, from approval to deposit into the bank accounts of the Legal Entity of Private Law,
- l. exercises any other competence assigned by decision of the BoD.

#### **Article 12 Scope of work of the Management Consultant**

1. The Management Consultant of the BoD studies ways to utilize the movable and immovable assets of the Legal Entity of Private Law and submits relevant proposals/recommendations, mainly of an advisory and consultative nature, to the Chairman of the Board, in cooperation also with the Treasurer, with the sole purpose of ensuring the proper and prudent exploitation of all types of assets and revenues of the Managing Body for the optimal development and fulfilment of its mission, in particular to ensure the smooth operation, preservation and maintenance of dedications, and overall accounting and financial management to fully and safely meet the Managing Body's specific needs.
2. In the event that none of the members of the BoD is able to assume the role of Management Consultant due to lack of the qualifications provided for in the second sentence of paragraph 3 of Article 117 of Law 4821/2021, the BoD may contract an external associate possessing such qualifications for the provision of advisory services for orderly financial and accounting management. In such case, the Management Consultant shall cooperate with the Treasurer and shall have an advisory role by virtue of their specialized knowledge and qualifications, for the most beneficial coverage of the Managing Body's needs. The expenditure arising from the remuneration of the external associate shall be covered primarily by own resources and, only if insufficient, by state subsidy pursuant to points (b) and (d) of paragraph 1 of Article 15.

#### **Article 13 Competences of the Secretary**

1. The duties of Secretary of the BoD are performed by an employee of the Legal Entity of Private Law, who:
  - a. ensures and is responsible for keeping the minutes of BoD meetings, recording them in the minutes book and having them signed by themselves, the Chairman and the members present,
  - b. ensures the maintenance of the archive of original official documents of the BoD, which are co-signed with the Chairman,
  - c. submits in a timely manner to the Chairman of the BoD matters concerning the Legal Entity of Private Law and, upon instruction, prepares the agenda of each meeting,
  - d. ensures the timely dispatch to BoD members of invitations to regular and extraordinary meetings, invitations to third parties for hearings before the BoD, communication with members, their briefing and, in general, carries out all necessary procedures and acts for the smooth operation of the BoD and the participation of its members.
2. In the event of impediment of the Secretary, they are replaced by another employee appointed by decision of the BoD.

### **CHAPTER C FINANCIAL AND ACCOUNTING MANAGEMENT**

#### **Article 14 General Principles of Financial and Accounting Management**

1. Financial and accounting management, control, and payment authorization charged to the Managing Body's resources and in favor of beneficiaries shall be carried out in accordance with this Regulation and the Code of Tax Procedures, as in force from time to time.
2. The financial year of the Legal Entities of Private Law begins on 1 January and ends on 31 December of each year.
3. Financial management shall be conducted on the basis of a budget and a statement of revenues and expenditures.
4. The regular management audit of the Legal Entities of Private Law shall be conducted by two auditors, who shall be selected and appointed by the Board of Directors of each Managing Body at the beginning of each financial year. The same decision shall also determine their remuneration. The auditors shall be members of the Body of Certified Public Accountants, who, pursuant to law, are entrusted with the audit of financial management and financial statements of legal entities in accordance with the auditing principles and standards of the Body of Certified Public Accountants. The expenditure arising from the payment of the auditors' remuneration shall be covered primarily from own resources and, only where these are insufficient, from state funding, in accordance with points (b) and (d) of paragraph 1 of Article 15.
5. An extraordinary management audit may be conducted by Financial Inspectors of the Ministry of Finance, following a request by the Minister of Education and Religious Affairs.
6. No modification or transfer of appropriations from one article of the legal entity's budget to another shall be permitted without the prior approval of the Minister of Education and Religious Affairs.
7. No expenditure shall be incurred at the expense of the Legal Entities of Private Law unless it has been previously included in the approved budget, except where it concerns the settlement of any kind of debts to the State.
8. Any expenditure incurred in breach of the provisions of this Regulation and the regulatory acts issued pursuant thereto, or without the approval of the budget, or in excess of the appropriations recorded therein, shall be borne jointly and severally by the Board of Directors or the Chairman or the Treasurer who authorized such expenditure, and shall be imposed by decision of the Minister of Education and Religious Affairs. Such financial liability may also be extended to the employees of the Legal Entities of Private Law, provided they are responsible or have contributed to the unlawful expenditure.

#### **Article 15 Assets and Resources**

1. The resources of Legal Entities of Private Law consist in particular of:
  - a. revenues from the management of their assets, interest derived from the utilization of their available funds, which shall be exclusively allocated for charitable purposes, and any other income generated from the exploitation of their assets,
  - b. all types of grants and funding from the Public Investment Program, the European Union, other international Managing Bodies, and co-financed programs,
  - c. grants, sponsorships, donations, inheritances, or bequests conferred upon them,

- d. any subsidies provided by the Ministry of Education and Religious Affairs for the fulfillment of their purposes,
  - e. revenues from the provision of burial services in accordance with Article 58 of Law 4807/2021 (A' 96).
2. The Board of Directors shall have the right to refuse any contribution or donation to the Legal Entity of Private Law if the origin or utility of such contribution is in doubt with respect to the entity's purposes.
3. The gratuitous provision of work specifically for the maintenance of religious sites and cemeteries may be accepted by the BoD upon approval by the Coordinator of the Decentralized Administration of the Aegean.

#### **Article 16 Management of Assets and Resources**

1. Dedicated contributions shall be utilized in the manner specified by the dedicant, and the remaining assets shall be used in accordance with the provisions set by the disposer or donor, or, if not specified, as determined by each Managing Body at the time. If the purpose of the dedicant, disposer or donor becomes impossible, economically unfeasible, or if their intent cannot be fulfilled, in whole or in substantial part, the Court referred to in Article 825 of the Code of Civil Procedure, upon request of the Legal Entity of Private Law 's BoD, shall determine the manner of the most beneficial or secure use of the assets and the purpose for which they should be allocated.
2. Legal Entities of Private Law, for the optimal development and service of their purposes, and in particular to ensure their perpetual operation, the maintenance and preservation of significant dedications, and coverage of substantial or extraordinary expenses, may dispose of the dedicated assets, limited to transaction-capable movable and immovable property they hold, provided there is no explicit prohibition by the donor and only if the asset cannot be utilized more beneficially. Immovable and movable assets not classified as dedications may be disposed of without the foregoing restriction, in accordance with the terms set by the testator or donor. In all cases, disposal shall occur following an appraisal report, via public auction, with the provisions of the Code of Civil Procedure on voluntary auctions applied analogously. If the auction is declared unsuccessful, it may be repeated after two (2) months. After three (3) unsuccessful auctions, direct sale of the property is permitted under terms and price determined by the BoD through a reasoned decision.

#### **Article 17 Books and Records**

1. Legal Entities of Private Law are required to maintain the following general books and records:
  - a. correspondence protocol book for incoming and outgoing documents,
  - b. minutes book of BoD meetings,
  - c. fixed Assets Register (movable and immovable property), updated upon any change,
  - d. donations, valuables, and foreign currency book,
  - e. registry of grants and subsidies to the Legal Entity of Private Law,

- f. accounting ledger, recording in chronological and proper accounting order all revenues and expenses for each financial year,
- g. personnel register,
- h. numbered duplicate receipt forms, certified by the Chairman,
- i. registry of financial assistance, awards, or scholarships granted by the Legal Entity of Private Law to natural or legal persons, if applicable,
- j. any other books or records deemed necessary by the BoD for financial management and overall proper functioning of the Legal Entity of Private Law, as well as any books and records required by tax and labor legislation not otherwise listed.

#### **Article 18 Cooperation with Banking Institutions in Greece**

1. Managing Bodies shall maintain checking and savings accounts with banks established in Greece. All types of resources (Article 15) shall be deposited into these accounts, from which all payments shall be made.
2. These accounts shall be opened by the Chairman following a BoD decision specifying the relevant bank(s).
3. The BoD shall approve the cooperation agreements of the Legal Entity of Private Law with banking institutions.
4. Cooperation agreements with banks for checking accounts shall include provisions ensuring that the bank:
  - a. informs the Legal Entity of Private Law of each deposit within a reasonable time, including the amount, date, purpose, and depositor's name,
  - b. receives payment instructions for all types of expenditures of the Legal Entity of Private Law,
  - c. verifies the legality of payments and receipts in accordance with banking regulations,
  - d. executes payment instructions provided they comply with banking rules,
  - e. informs the relevant department within a reasonable time regarding payments, including the amount, date, purpose, and beneficiary.
5. Method of payment:
  - a. All expenditures shall be made via payment instructions or cheques drawn on the maintained bank account. Debts shall be settled by transfer to the account of the beneficiary maintained at a financial institution or bank,
  - b. Cheques and transfer instructions shall be signed by the Chairman.

#### **Article 19 Amendment of the Regulation**

This Regulation may be amended or supplemented by a subsequent joint decision of the Ministers of Finance and of Education and Religious Affairs.

#### **Article 20 Entry into Force**

The present Regulation shall enter into force upon its publication in the Government Gazette.