

LIST OF DOCUMENTS TO BE REQUIRED FROM A CUSTOMER FOR ACCOUNT OPENING AND FOR REPLACEMENT OF SIGNATURE CARDS AND SEAL IMPRINT

1. For legal entities – residents:

1	<u>A copy of the Charter and the Memorandum of Association</u> * (if any), with amendments and additions, signed and sealed by the head of the legal entity.
2	For <u>non-profit organizations</u> - a list* of the Founders, the Supervisory Board and the Auditor (if any), certified by the seal of the legal entity.
3	<u>A copy of the certificate of state registration of the legal entity</u> * with the justice authorities or with the Free Economic Zone (hereinafter referred to as FEZ) - for FEZ subjects.
4	A copy of a valid license *, certified in the prescribed manner, for the right to carry out activities subject to licensing in accordance with the requirements of the legislation of the Kyrgyz Republic.
5	Copy of the decision (minutes) on the establishment of a legal entity *, certified by seal and signature of the head of the legal entity.
6	Document * (Founder's Resolution, Minutes of the founders' meeting (for JSC, the minutes must be certified by an independent registrar), Minutes of the Board of Directors, Power of Attorney (a PoA issued by a government entity to manage funds must also be signed by the chief accountant of this entity), order, etc.) confirming the powers of management to manage funds of the legal entity and defining the scope of powers , if they are not set forth in the Charter.
7	One notarized <u>signature card and seal imprint</u> **.
8	Copies of the <u>identity documents</u> *** of the persons authorized to manage the account.
9	Documents for customer identification and the beneficial owner (Copies of identity documents*** of the Customer's ultimate beneficial owners), Questionnaire of customer-legal entity, Questionnaire of Public Official (PO). When identifying the beneficial owner of the PO, Form of the Questionnaire is issued at the bank).
10	Copy of the taxpayer registration card (TIN), copy of the notification to the insurer from the Social Fund (if any). If the legal entity is registered or re-registered before May 16, 2008 or is a subject of FEZ, a copy of the statistical registration card shall be provided on a mandatory basis.
11	Letter of permission to open an account from the Central Treasury of the Kyrgyz Republic if the legal entity is a government agency, enterprise or institution financed by the state budget. (In the case of opening current accounts to transfer salaries to employees of the enterprise, the Letter of Permission to open an account from the Central Treasury of the Kyrgyz Republic is not required).
12	Register of Shareholders * if necessary. For JSC: Balance sheet* of the joint-stock company as of the last reporting date, in case of absence of such for objective reasons, an interim balance sheet as of the current date shall be provided.

Note:

* Copies of documents not subject to notarization are submitted for verification together with the originals. Copies of documents shall be certified by the signature and seal of the legal entity. If the submitted documents are on two or more separate pages, they shall be bound, pages shall be numbered, and the number of bound pages shall be certified by the signature of the director and the seal of the legal entity issuing the documents. If the documents are on two or more separate pages and are not bound, each page of such document shall be certified by the signature of the director and the seal of the legal entity issuing the documents.

** Signature cards and seal imprints are available at the branches of the Bank.

The seal imprints intended for special purposes ("HR", "for package" and other types) cannot be affixed to the signatures card and seal imprints.

*** The bank uses one of the following documents to prove the identity of individuals:

1) for citizens of the Kyrgyz Republic:

- Passport of a citizen of the Kyrgyz Republic (ID-card or digital identity document obtained from state information systems);
 - general civil passport of a citizen of the Kyrgyz Republic (for citizens of the Kyrgyz Republic permanently residing outside the Kyrgyz Republic who do not have a passport of a citizen of the Kyrgyz Republic) with a mark of a diplomatic mission or consular office of the Kyrgyz Republic on consular registration in accordance with the requirements of the legislation of the Kyrgyz Republic;
 - Officer's or warrant officer's ID card or military service card of a conscript;
- 2) for foreign citizens:
- passport of a foreign citizen;
 - residence permit in the Kyrgyz Republic;
- 3) For stateless persons: residence permit of the Kyrgyz Republic;
- 4) for refugees:
- certificate of registration of application for recognition of a person as a refugee;
 - refugee certificate;
- 5) For returnees - returnee certificate.

- If the documents are drawn up outside the Kyrgyz Republic, the documents must be apostilled or legalized in accordance with the established legal procedure (apostille or legalization is not required for documents drawn up in the CIS countries (Azerbaijan, Moldova, Armenia, Russia, Belarus, Tajikistan, Georgia, Turkmenistan, Kazakhstan, Uzbekistan, Ukraine, Latvia) according to the Convention on Legal Aid and Legal Relations in Civil, Family and Criminal Cases signed in Kishinev in 2002 - entered into force for the KR on March 30, 2004)

Note: Apostille is a special stamp, which in accordance with the Hague Convention of 1961 is placed on official documents of States Parties to the Convention, in order to exempt these documents from the need for diplomatic or consular legalization.

- Documents issued on the territory of Belgium, Austria, Germany, Greece must be legalized in accordance with the procedure established by the legislation of the Kyrgyz Republic.
- If the documents are in a foreign language, it is necessary to provide a translation of these documents into the state (Kyrgyz) or official (Russian) language, certified by a translation agency.

2. For non-resident legal entities:

1	Original or notarized copies of the <u>Charter and the Memorandum of Association*</u> (if any) or any other document determining the legal entity's operating procedures, registered and certified in the manner prescribed by law.
2	<u>Extract from the Commercial Register*</u> , a certificate or any other document confirming that the foreign participant is a legal entity under the laws of the country of origin in which the legal entity was registered, or a notarized copy of the above documents with a translation into Kyrgyz or Russian, certified by a translation agency.
3	Copy of the decision (minutes) on the establishment of a legal entity*, notarized or certified by the seal of the person and the signature of the head in cases when, in accordance with the legislation, notarization is not possible.
4	Copy of the license* for the right to carry out activities, subject to licensing in accordance with the requirements of the legislation of the country of origin, certified in accordance with the procedure established by the legislation.
5	<u>Document*</u> (decision of the founder, minutes of the founders' meeting (for JSC the minutes must be certified by an independent registrar), power of attorney, order) confirming the authority of the managers to dispose of the legal entity's funds.
6	As well as documents specified in p. 7, 8, 9 and 12 of the list of documents for resident legal entities.

Note:

* Copies of documents not subject to notarization are submitted for verification together with the originals. Copies of documents shall be certified by the signature and seal of the legal entity. If the submitted documents are on two or more separate pages, they shall be bound, pages shall be numbered, and the number of bound pages shall be certified by the signature of the director and the seal of the legal entity issuing the documents. If the documents are on two or more separate pages and are not bound, each page of such document shall be certified by the signature of the director and the seal of the legal entity issuing the documents.

- The documents are drawn up outside the Kyrgyz Republic, the documents must be apostilled or legalized in accordance with the established legal procedure (apostille or legalization is not required for documents drawn up in the CIS countries (Azerbaijan, Moldova, Armenia, Russia, Belarus, Tajikistan, Georgia, Turkmenistan, Kazakhstan, Uzbekistan, Ukraine, Latvia) according to the Convention on Legal Aid and Legal Relations in Civil, Family and Criminal Cases signed in Kishinev in 2002 - entered into force for the KR on March 30, 2004)

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3. For representative offices or branches of legal entities (residents and non-residents) engaged in economic activities in the Kyrgyz Republic:

1	Copy of the Charter of the legal entity of the parent organization or the Regulations on the activities of the parent organization* , including amendments and additions, registered and certified in the order established by the legislation or in the FEZ Directorate - for FEZ subjects.
2	Copy of the Certificate of state registration of the head office* of the legal entity in justice authorities (for non-residents - extract from the Trade Register, certificate or any other document confirming that the foreign participant is a legal entity under the legislation of the country of origin where the legal entity was registered, or notarized copy with a translation into Kyrgyz or Russian, certified by a translation agency).
3	<u>Notarized copy of the Regulations on the branch (representative office) of a legal entity* registered with the KR Justice authorities or FEZ Directorate - for FEZ subjects;</u> <u>for residents – notarized or stamped by CEO, for non-residents – notarized.</u>
4	Copy of certificate on registration of a branch (representative office) of a legal entity* in the bodies of justice or FEZ Administration – for FEZ subjects, at the same time the copy of certificate on registration of FEZ subject should be certified by FEZ Administration (for non-residents - extract from Trade Register, certificate or any other document confirming that a foreign participant is a legal entity, according to the legislation of country of origin where the legal entity was registered, or notarized copy with translation into Kyrgyz or Russian).
5	Document* (<u>Power of Attorney to the Head</u> , executed in accordance with the requirements of the legislation - <u>obligatory</u> , Founder's Decision, Founder's Meeting Minutes, Board of Directors Minutes, order, etc.) confirming the authority to manage the funds.
6	Document with a list of operations and official consent* of the legal entity to conduct these operations, if this is not reflected in the regulations on the structural subdivision and/or in the power of attorney issued to the head of the structural subdivision;
7	A copy of the taxpayer registration card (TIN) and a copy of the statistical registration card. Copy of the notification to the insured from the Social Fund (if any).

	If the person is registered or re-registered before May 16, 2008, or is a subject of FEZ, a copy of statistical registration card is required.
8	Balance sheet* of joint-stock company as of the last reporting date, in case of absence of such due to objective reasons, then the intermediate balance sheet as of the current date is provided.
9	As well as the documents stipulated in paragraphs 7, 8, 9 and 12 of the list of documents for resident legal entities.

Note:

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- The documents are drawn up outside the Kyrgyz Republic, the documents must be **apostilled or legalized** in accordance with the established legal procedure (apostille or legalization is not required for documents drawn up in the CIS countries (Azerbaijan, Moldova, Armenia, Russia, Belarus, Tajikistan, Georgia, Turkmenistan, Kazakhstan, Uzbekistan, Ukraine, Latvia) according to the Convention on Legal Aid and Legal Relations in Civil, Family and Criminal Cases signed in Kishinev in 2002 - entered into force for the KR on March 30, 2004)

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- Documents issued on the territory of Belgium, Austria, Germany, Greece must be legalized in accordance with the procedure established by the legislation of the Kyrgyz Republic.
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4. Replacement of cards of legal entities, both residents and non-residents, as well as their representative offices and branches:

- **Cover letter** for the replacement of the Signature Cards and seal imprint with indication of the **reason for replacement***.
- **Document** (Decision of the founder, Minutes of the meeting of founders, (for JSC the minutes must be certified by an independent registrar), Minutes of the meeting of directors, power of attorney, order, etc.) confirming the authority of the management to manage the funds of the legal entity and determining the scope of powers, if not established by the Charter).
- **For branches and representative offices - obligatory to have a power of attorney for the new head.**
- One notarized card with **signature cards and seal imprints**.
- **Copies of identity documents** of persons authorized to manage the account.**

* If a Customer has been re-registered with the authorities of Justice / FEZ, the full package of documents provided for in the sections above for the relevant type of Customer, as well as the minutes of the participants, which served as the basis for re-registration are provided additionally.

If the documents are in a foreign language, one shall provide a translation of these documents into the state (Kyrgyz) or official (Russian) language, certified by a translation agency.

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- Officer's or warrant officer's ID card or military service card of a conscript;

2) for foreign citizens:

- passport of a foreign citizen;
- residence permit in the Kyrgyz Republic;

3) For stateless persons: residence permit of the Kyrgyz Republic;

4) for refugees:

- certificate of registration of application for recognition of a person as a refugee;
- refugee certificate;

5) For returnees - returnee certificate.

5. For embassies, consulates and missions of foreign states, diplomatic and consular missions, international organizations, their projects:

1	Copy of the international treaty/interstate agreement* ratified by the Jogorku Kenesh of the Kyrgyz Republic under which the international organization, its project, diplomatic or consular mission operates.
2	A copy of the Regulations* of the Embassy, project, Consulate (Mission) of a foreign state, international organization, or its project (if any);
3	Copy of the document confirming the accreditation* (order, protocol, regulation/decreed, contract, letter of the relevant superior organization, etc.) confirming the authority of the heads of embassies, consulates, representative offices, international organization, project representatives to dispose of funds or contract, letter of the relevant superior organization confirming the authority of persons to sign contracts and financial documents with the first and second signature rights;
4	Documents for customer identification and the beneficial owner (Copies of identity documents*** of the Customer's ultimate beneficial owners), Questionnaire of customer-legal entity, Questionnaire of Public Official (PO). When identifying the beneficial owner of the PO, Form of the Questionnaire is issued at the bank).

5	Copy of the document confirming accreditation of the project* of the international organization (letter from the authorized state body of the Ministry of Foreign Affairs of the Kyrgyz Republic confirming accreditation of the international organization and/or its project and the head of the international organization and/or its project).
6	One card with signature cards and seal imprint**, certified by an authorized state body (Ministry of Foreign Affairs of the Kyrgyz Republic), or by the embassy of the relevant country in the Kyrgyz Republic, the resident of which the international organization is.
7	Copies of identity documents*** of persons authorized to manage the account.

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6. Cards Replacement

For Embassies, Consulates and Representations of Foreign States, Diplomatic and Consular Missions, International Organizations, and their projects:

- Cover letter for replacement of signature cards and seal imprint indicating the reason for replacement.
- Document confirming the accreditation of the new representative/head/manager at the Ministry of Foreign Affairs of the Kyrgyz Republic;
- A copy of the Order (contract) appointing new employees authorized to represent an embassy, consulate, representative office of a foreign country, international organization and its project, open an account and manage funds in the account, and enter into civil transactions;
- One card with specimen signatures and a seal, notarized, or certified by the Ministry of Foreign Affairs of the Kyrgyz Republic or the Embassy of the relevant country in the Kyrgyz Republic where the international organization is a resident;
- Copies of documents certifying identity* of persons authorized to manage the account.

If the documents are in a foreign language, it is necessary to provide a translation of these documents into the state (Kyrgyz) or official (Russian) language, certified by a translation agency.

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2) for foreign citizens:

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- residence permit in the Kyrgyz Republic;

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4) for refugees:

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7. For private entrepreneurs (resident and non-residents):

	A) carrying out activities under a certificate	B) carrying out activities under a license/patent	C) carrying out activities on the basis of a tax in a trade zone with a special treatment	D) registered or re-registered before January 01, 2016 in the National Statistical Committee
1	Copy of the certificate of state registration as a private entrepreneur	A copy of the license for entrepreneurial activity on paper or in electronic form	Decision on application of tax payment in a trade zone with special treatment	Letter from the National Statistical Committee confirming the inclusion of the subject in the database of the Unified State Register of Statistical Units with indication of

				OKPO code and type of economic activity
2	Copy of taxpayer registration card (TIN), Certificate of Registration with the Social Fund of the Kyrgyz Republic (if any).			
3	Copy of the identity document**(PO Questionnaire, When identifying the beneficial owner of a PO. The form of the Questionnaire is issued in the bank).			
4	Copy of the license for the right to carry out entrepreneurial activity subject to mandatory licensing.			
5	<p><u><i>In case of account opening in favor of the Customer under a power of attorney, the following documents shall be additionally provided:</i></u></p> <ul style="list-style-type: none"> • Passport of the person authorized to dispose of the account and specified in the signature cards. (Signature and seal specimen card of the customer - private entrepreneur shall be certified by the authorized MS). • A notarized copy or the original of the power of attorney for opening and/or managing the Customer's account. 			

Note:

*** for foreign citizens and stateless persons - a document confirming the right of a foreign citizen or stateless person to stay (reside) in the Kyrgyz Republic (registration card, residence permit, temporary residence permit, refugee certificate, etc.).**

When providing the Digital Nomad electronic card, non-residents are exempted from mandatory registration at the place of residence in the Kyrgyz Republic for up to 60 calendar days from the date of entry into the Kyrgyz Republic (after 60 calendar days, the provision of a registration card becomes mandatory).

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- general civil passport of a citizen of the Kyrgyz Republic (for citizens of the Kyrgyz Republic permanently residing outside the Kyrgyz Republic who do not have a passport of a citizen of the Kyrgyz Republic) with a mark of a diplomatic mission or consular office of the Kyrgyz Republic on consular registration in accordance with the requirements of the legislation of the Kyrgyz Republic;
- Officer's or warrant officer's ID card or military service card of a conscript;

2) for foreign citizens:

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- residence permit in the Kyrgyz Republic;

3) For stateless persons: residence permit of the Kyrgyz Republic;

4) for refugees:

- certificate of registration of application for recognition of a person as a refugee;
- refugee certificate;

5) For returnees - returnee certificate.

- The documents are drawn up outside the Kyrgyz Republic, the documents must be **apostilled or legalized** in accordance with the established legal procedure (apostille or legalization is not required for documents drawn up in the CIS countries (Azerbaijan, Moldova, Armenia, Russia, Belarus, Tajikistan, Georgia, Turkmenistan, Kazakhstan, Uzbekistan, Ukraine, Latvia) according to the Convention on Legal Aid and Legal Relations in Civil, Family and Criminal Cases signed in Kishinev in 2002 - entered into force for the KR on March 30, 2004)

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