

(Branches and Representative Offices)

Required Documents for Opening a Checking Account for Branches and Representative Offices of Legal Entities (Residents and Non-Residents)

1. Account Opening Application
2. Corporate Client Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form
4. Certificate of State Registration (or Re-registration) of the branch or representative office
5. Notarized Copies of the Founding Documents of the parent company, including all amendments and additions, or copies certified by the parent company's official seal and signed by its authorized representative (if notarization is not possible under the laws of the country of incorporation)
6. Legalized or Apostilled Extract from the Commercial (State) Register or another document confirming that the foreign parent company establishing the branch (or representative office) is an active legal entity under the laws of its country of incorporation (for non-residents)
7. Copy of the Legal Document Governing the Branch's Operations (e.g., Branch Regulations) including any amendments and additions, notarized or certified by the branch's official seal and signed by its head (if notarization is not possible under the laws of the country of incorporation)
8. Copy of the Resolution (Minutes) of the Parent Company's Meeting approving the establishment (or re-registration) of the branch or representative office
9. Copy of the Business License, if the parent company operates in a regulated industry requiring licensing under the laws of its country of incorporation (must be properly certified)
10. Copy of the Resolution (Minutes) of the Parent Company's Meeting appointing the branch's head and individuals authorized to sign on behalf of the branch
11. Copy of the Appointment Order issued by the parent company's executive officer designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
12. Document Listing Authorized Transactions and formal approval from the parent company to conduct such transactions, if not already specified in the Branch Regulations or in a power of attorney issued to the branch's head
13. Copy of the Taxpayer Registration Card (TIN) (required only for legal entities registered in Kyrgyzstan before April 1, 2009)
14. Signature Specimen Card with Official Seal (if applicable), notarized
15. Copies of Identification Documents for all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)
16. Copies of Identification Documents of founders (if applicable) and beneficial owners (ultimate beneficiaries) (company seal is not required)

Additional Document Requirements

- A non-notarized copy of a document must be certified with the parent company's official seal and signed by its authorized representative.
- If a document copy is not certified with an official seal, the bank representative must verify it against the original, mark it as "Verified with the original," include the date, their full name, and signature—except for founding documents, which must always be certified by the parent company's seal and its authorized representative's signature.
- All documents issued outside of the Kyrgyz Republic must be properly legalized in accordance with Kyrgyz law, except for documents originating from countries that are parties to:
 - The Minsk Convention on Legal Assistance and Legal Relations in Civil, Family, and Criminal Matters (January 22, 1993)
 - The Chisinau Convention on Legal Assistance (October 7, 2002)
- If the document originates from a country that is a party to The Hague Convention of October 5, 1961 (Abolishing the Requirement of Legalization for Foreign Public Documents), the document's authenticity must be confirmed by an apostille.
- If the original document submitted to the bank is in a foreign language, a certified translation into the state language (and, if necessary, the official language) of the Kyrgyz Republic must be provided.

Notes:

- This list of required documents is not exhaustive. The bank reserves the right to request additional documents or information to verify the beneficial owner (ultimate beneficiary) and may decline to open an account until all necessary documents are provided.

The Client Service Representative (CSR) is responsible for ensuring that:

- All required documents are provided, as listed above.
- The legal entity's tax registration status is verified in the bank's internal portal.
- The verification process is properly recorded in the client's physical or electronic file.