

*(LLC or ALC)*

**Required Documents for Opening a Checking Account for a Limited Liability Company (LLC) or an Additional Liability Company (ALC)**

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 LLC or ALC, issued by the relevant registration authority
5. Copy of the Articles of Association (Charter) of the LLC or ALC
6. Copy of the Founding Agreement (if the LLC or ALC has two or more founders; an LLC or ALC cannot be wholly owned by another single-member business entity, as per Article 128 of the Civil Code)
7. Copy of the Resolution (Minutes) of the Founders' Meeting approving the formation (or re-registration) of the LLC or ALC and its Articles of Association
8. Copy of the Resolution (Minutes) of the Founders' Meeting appointing the individuals authorized to sign on behalf of the company (such as the Director, President, etc.)
9. Copy of the Appointment Order issued by the company's executive body, designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
10. Copy of the Business License (if the company engages in a regulated activity requiring licensing under Kyrgyz Republic law). If the license is obtained after the account is opened, a copy must be provided upon issuance.
11. Copy of the Taxpayer Registration Card (TIN) (required only for legal entities registered in Kyrgyzstan before April 1, 2009)
12. Signature Specimen Card with Company Seal (if applicable), notarized
13. Copies of Identification Documents of all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)
14. Copies of Identification Documents of all founders of the LLC or ALC (company seal is not required)

**Additional Document Requirements**

- If a client submits a notarized copy of a document, a bank representative must verify the copy against the original, mark it as "Verified against the original," include the date, their full name, signature, and affix the bank's official seal. This step is not required if the document is already notarized.
- A non-notarized copy of a document must be certified with the company's official seal and signed by the company's director.
- If a document copy is not certified with a company seal, the bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, and signature.

**Notes:**

*The 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.*

*During the account opening process, the Client Service Representative (CSR) must confirm that all required documents have been submitted and verify the company's tax registration status through the bank's internal portal. This verification must be properly recorded in the client's file, either physically or electronically.*

*If the registration or re-registration of a legal entity with the Ministry of Justice of the Kyrgyz Republic is completed directly by the founder(s), their signatures on the founding resolution do not require notarization.*

*(Joint Stock Company)*

#### **Required Documents for Opening a Checking Account for a Joint-Stock Company (JSC)**

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 JSC, issued by the relevant registration authority
5. Copy of the Articles of Association (Charter) of the JSC
6. Copy of the Founding Agreement (required if the JSC has two or more founders). The Founding Agreement takes effect upon signing and remains valid until the registration of the results of the initial share issuance by the authorized state body regulating the securities market of the Kyrgyz Republic (as per Article 9(2) of the Kyrgyz Republic Law on Joint-Stock Companies).
7. Copy of the Resolution (Minutes) of the Founders' Meeting approving the establishment (or re-registration) of the JSC and its Articles of Association
8. Copy of the Resolution (Minutes) of the Shareholders' Meeting appointing the Board of Directors (if applicable)
9. Copy of the Resolution (Minutes) of the Shareholders' Meeting or Board of Directors' Meeting appointing the executive officer(s) and authorized signatories
10. Copy of the Appointment Order issued by the company's executive officer designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
11. Copy of the Shareholder Register, certified with the company's seal and the director's signature. If the original register is provided, it must be certified by the registrar.
12. Copy of the Business License (if the JSC operates in a regulated industry that requires licensing under Kyrgyz Republic law). If a license is issued after account opening, a copy must be provided upon receipt.

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 Company Seal (if applicable), notarized
15. Copies of Identification Documents of 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 the JSC's founders (individuals) and beneficial owners (ultimate beneficiaries) (company seal is not required)

### **Additional Document Requirements**

- If a client submits a notarized copy of a document, a bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, signature, and affix the company's official seal. This step is not required if the document is already notarized.
- A non-notarized copy of a document must be certified with the company's official seal and signed by the company's director. In addition, the bank employee must ensure that the original document is certified by the JSC's official registrar (if applicable).
- If a document copy is not certified with a company seal, the bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, and signature—except for founding documents, which must always be certified by the company's seal and the director's signature.

### **Notes:**

- If the registration or re-registration of a JSC with the Ministry of Justice of the Kyrgyz Republic is conducted directly by the founder(s) without authorized representatives, the founders' decision on incorporation or re-registration does not require notarization.
- 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) must confirm that all required documents are submitted and verify the JSC's tax registration status through the bank's internal portal. This verification must be properly recorded in the client's physical or electronic file.

*(Public Associations or Foundations)*

### **Required Documents for Opening a Checking Account for a Nonprofit Organization or Foundation**

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 nonprofit organization, issued by the relevant registration authority

5. Copy of the Articles of Association (Charter) of the nonprofit organization or foundation
6. Copy of the Resolution (Minutes) of the Founders' Meeting approving the establishment of the nonprofit organization or foundation, the adoption of its Articles of Association, and the formation of its governing bodies
7. Copy of the Resolution (Minutes) of the Founders' Meeting appointing the individuals authorized to sign on behalf of the organization (such as the Director, President, etc.)
8. Copy of the Appointment Order issued by the executive officer of the nonprofit organization or foundation, designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
9. Copy of the List of Founders or Initiators who established the nonprofit organization or foundation.
  - If the founders are individuals, the list must include their full name, date of birth, and address. The original list must be signed by all founders, and their signatures must be notarized.
  - If the founder is a legal entity, the list must include the entity's official name and registration date. The signature of the legal entity's representative must be certified with the company seal or notarized.
10. Copy of the Taxpayer Registration Card (TIN) (required only for legal entities registered in Kyrgyzstan before April 1, 2009)
11. Signature Specimen Card with Company Seal (if applicable), notarized
12. Copies of Identification Documents for all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)

### **Additional Document Requirements**

- If a client submits a notarized copy of a document, a bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, signature, and affix the company's official seal. This step is not required if the document is already notarized.
- A non-notarized copy of a document must be certified with the organization's official seal and signed by the organization's director.
- If a document copy is not certified with an official seal, the bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, and signature.
- The Resolution to Establish a Nonprofit Organization or Foundation, Adopt its Articles of Association, and Form Its Governing Bodies must be signed by the Chairperson and Secretary of the Founders' Meeting, and their signatures must be notarized.
  - If a single individual is the founder, their signature on the resolution must be notarized.
  - If a legal entity is the founder, the resolution must be signed by the legal entity's director and must be certified with the company seal or notarized.

***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) must confirm that all required documents are submitted and verify the nonprofit organization's tax registration status through the bank's internal portal. This verification must be properly recorded in the client's physical or electronic file.

*(Legal Entities Registered in a Free Economic Zone)*

### **Required Documents for Opening a Checking Account for Legal Entities Registered in a Free Economic Zone (FEZ)**

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 legal entity in the relevant registration authority
5. Copy of the Articles of Association (Charter) of the legal entity
6. Copy of the Resolution (Minutes) of the Founders' Meeting approving the establishment (or re-registration) of the legal entity and adoption of its Articles of Association
7. Copy of the Resolution (Minutes) of the Founders' Meeting appointing individuals authorized to sign on behalf of the company (such as the Director, President, etc.)
8. Copy of the Appointment Order issued by the company's executive officer, designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
9. Copy of the Free Economic Zone (FEZ) Registration Certificate, confirming the legal entity's registration within the FEZ
10. Copy of the Business License (if the entity operates in a regulated industry requiring licensing under Kyrgyz Republic law). If a license is issued after account opening, a copy must be provided upon receipt.
11. Copy of the Taxpayer Registration Card (TIN) (required only for legal entities registered in Kyrgyzstan before April 1, 2009)
12. Signature Specimen Card with Company Seal (if applicable), notarized
13. Copies of Identification Documents for all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)

### **Additional Document Requirements**

- If a client submits a notarized copy of a document, a bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, signature, and affix the company's official seal. This step is not required if the document is already notarized.
- A non-notarized copy of a document must be certified with the company's official seal and signed by the company's director.

- If a document copy is not certified with an official seal, the bank representative must verify it against the original, mark it as "Verified against the original," include the date, their full name, and signature.

*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.