

*(Individual Entrepreneur (patent or a decision from the tax authority on the application of tax payment in a special trading zone))*

### **Required Documents for Opening a Checking Account for an Individual Entrepreneur (IE) Operating Under a Patent or Tax Authority Decision**

1. Account Opening Application
2. Client Information Form
3. Copy of a Valid Patent for Entrepreneurial Activity or Tax Authority Decision approving tax payment in a special trade zone
4. Signature and Seal Specimen (if applicable)
5. Copy of the Passport of the client and/or their authorized representative or a digital document retrieved from state information systems

### **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 IE's seal (if available). This step is not required if the document is already notarized.
- All non-notarized copies must be certified with the IE's seal (if available). If the IE does not have a seal, the bank representative must verify the document against the original, mark it as "Verified with 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:*

- *Temporary Registration Certificate issued by the Passport Office or a Residence Permit*
- *Copies of Foreign Passports (both international and domestic) with a valid visa (categories B1, B2, W1, W2)*
- *Work Permit for Foreign Nationals, issued by the authorized government body*

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

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

### *Individual Entrepreneur (IE) Without Legal Entity Formation*

#### **Required Documents for Opening a Checking Account for an Individual Entrepreneur (IE) Operating under a Certificate of State Registration without Legal Entity Formation**

1. Account Opening Application, signed by the client either on paper or in electronic form
2. Client Information Form
3. Certificate of State Registration (or Re-registration) confirming the individual's status as an entrepreneur without legal entity formation
4. Copy of Business License, if the entrepreneur operates in a regulated industry requiring licensing under the laws of the Kyrgyz Republic
5. Signature and Seal Specimen (if applicable)
6. Copy of the Passport of the client and/or their authorized representative, or a digital document retrieved from state information systems

#### **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 IE's seal (if available). This step is not required if the document is already notarized.
- All non-notarized copies must be certified with the IE's seal (if available). If the IE does not have a seal, the bank representative must verify the document against the original, mark it as "Verified with 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 tax registration status of the individual entrepreneur is verified in the bank's internal portal.*
- *The verification process is properly recorded in the client's physical or electronic file.*