

*(International Organizations)*

**Required Documents for Opening a Checking Account for International Organizations and Their Projects Operating Under Ratified International Agreements**

1. Account Opening Application
2. Corporate Client Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form
4. Copy of the International Agreement ratified by the Jogorku Kenesh (Parliament) of the Kyrgyz Republic, under which the international organization or its project operates
5. Copy of the Charter or Regulations of the international organization or its project (if available)
6. Copy of the Taxpayer Identification Number (if applicable) or Foreign Organization/Representation Code (if available)
7. Copy of the Appointment Order (Contract or Official Letter from the Parent Organization) confirming the authority of individuals to sign agreements and financial documents with first- and second-signature rights
8. Official Letter from the Authorized State Body (Ministry of Foreign Affairs of the Kyrgyz Republic) confirming the accreditation of the international organization (or its project) and its employees
9. Signature Specimen Card, certified by an authorized state body or the embassy of the respective country where the international organization or its project is registered
10. Copies of Identification Documents for all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)
11. Other documents or information as deemed necessary by the Bank

**Additional Document Requirements**

- A non-notarized copy of a document must be certified with the organization'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 against the original," include the date, their full name, and signature—except for founding documents, which must always be certified by the organization's seal and the 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 international organization's tax registration status (if applicable) is verified in the bank's internal portal.
- The verification process is properly recorded in the client's physical or electronic file.

***(Embassies, Diplomatic and Consular Representations)***

**Required Documents for Opening a Checking Account for Embassies, Diplomatic, and Consular Missions**

1. Account Opening Application
2. Corporate Client Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form, which must specify the country that the Embassy, Diplomatic, or Consular Mission represents and its accreditation status in the Kyrgyz Republic
4. Accreditation Document confirming the status of the Embassy, Diplomatic, or Consular Mission, certified by the Embassy itself, in accordance with:
  - The Vienna Convention on Diplomatic Relations (1961)
  - The Vienna Convention on Consular Relations (1963)
5. Copy of the Appointment Order (Contract or Official Letter from the Parent Organization) confirming the authority of individuals to sign agreements and financial documents with first- and second-signature rights
6. Document Confirming the Authority of Individuals Listed on the Accreditation Card (Category D) in accordance with the Regulations on the Accreditation of Diplomatic and Consular Officials, as well as representatives of international organizations and similar institutions operating in the Kyrgyz Republic (Decree No. 659 of September 23, 2015)
7. Signature Specimen Card with Embassy Seal, notarized and certified by the Embassy, Diplomatic, or Consular Mission
8. Copies of Identification Documents for all individuals listed on the Signature Specimen Card (originals must be presented for verification at the time of service)
9. Other documents as required by the Bank

**Additional Document Requirements**

- A non-notarized copy of a document must be certified with the mission'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 against the original," include the date, their full name, and signature—except for founding documents, which must always be certified by the mission's seal and the 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 entity's tax registration status (if applicable) is verified in the bank's internal portal.
- The verification process is properly recorded in the client's physical or electronic file.