

Required Documents for Opening a Checking Account for a Non-Resident Legal Entity

1. Account Opening Application
2. Corporate Client Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form
4. Copy of the Articles of Association (Charter) of the company
5. Copy of the Founding Agreement (if applicable)
6. Copy of a Legalized Extract from the Commercial (State) Register or another official document confirming that the company is an active legal entity under the laws of its country of incorporation
7. Copy of the Resolution (Minutes) of the Founders 'Meeting approving the establishment of the legal entity and the adoption of its Articles of Association
8. Copy of the Resolution (Minutes) of the Founders 'Meeting appointing the governing body (if applicable)
9. Copy of the Resolution (Minutes) of the Founders 'Meeting or Decision of the Governing Body appointing the Executive Officer and individuals with first-signature authority
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 Business License, if the company operates in a regulated industry requiring licensing under the laws of its home country (must be properly certified)
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)
14. Copies of Identification Documents of the founders (individuals) 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 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 with 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.
- 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.
- 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) without authorized representatives, the founders' decision on incorporation or re-registration does not require notarization.

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.