

(Political Parties)

Required Documents for Opening a Checking Account for a Political Party

1. Account Opening Application
2. Corporate Client Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form
4. Certificate of State Registration issued by the relevant registration authority of the Kyrgyz Republic
5. Copy of the Political Party's Charter (Articles of Association)
6. Copy of the List of Party Founders (Initiators), including their full names, dates of birth, and addresses (must be signed by the initiators and notarized)
7. Copy of the List of the Political Party's Governing Body Members, including their full names, dates of birth, and elected positions
8. Copy of the Resolution (Minutes) of the Founders 'Meeting approving the establishment of the political party and adoption of its Charter
9. Copy of the Resolution (Minutes) of the Founders 'Meeting appointing individuals authorized to sign on behalf of the party
10. Copy of the Appointment Order issued by the party's executive body, designating the Accountant/Chief Accountant (if an accountant's signature is included on the signature specimen card)
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 Party 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 for the founders (initiators) and governing body members of the political party (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 party'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 party's official seal and signed by the party's leader.
- 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 party's seal and the leader's signature.
- Party meeting minutes must be signed by all members and certified with the party's official seal.

- If a decision delegating authority to sign party meeting minutes to the Chairperson and Secretary has not been made, then all subsequent meeting minutes must be signed by all party members.

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 political party'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.

(Commercial Banks and Financial and Credit Organizations)

Required Documents for Opening a Correspondent Account for a Commercial Bank or Financial Institution (Respondent)

1. Application for Opening a Correspondent Account
2. Credit Institution Information Form
3. Beneficial Owner (Ultimate Beneficiary) Information Form
4. Legalized and Certified Copy of the Registration Certificate confirming the Respondent's status as a legal entity in its country of incorporation, in accordance with the laws of the Kyrgyz Republic
5. Notarized Signature Specimen Card with authorized signatories and the Respondent's official seal
6. Appointment Documents (or copies certified by the Respondent) confirming the appointment of the executive officer and individuals listed in the Signature Specimen Card
7. Notarized or Legalized Copies of the Articles of Association (Charter) and Founding Agreement
8. Notarized or Legalized Copy of the Banking License (with a certified translation into Russian, if necessary) authorizing the institution to conduct banking and correspondent account operations
9. Balance Sheet as of the Most Recent Reporting Date and the latest annual report (if available)
10. List of Branches and Correspondent Banks, including banking details and correspondent account numbers, certified by an authorized representative of the Respondent
11. Agreement signed by authorized representatives of the Respondent and certified with the institution's official seal
12. Description of the Expected Activities that will be conducted through the correspondent account

13. Letter Outlining Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) Measures undertaken by the Respondent
14. 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

- All documents must be submitted in the official state language or Russian. If necessary, the Respondent must provide additional documents as required by the National Bank of the Kyrgyz Republic (NBKR) regulations.
- A non-notarized copy of a document must be certified with the company'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 with the original," include the date, their full name, and signature—except for founding documents, which must always be certified by the institution'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 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.

(Government Authorities and Local Government Bodies)

Required Documents for Opening a Checking Account for a Government Authority or Local Government Entity

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 government authority or local government entity, issued by the relevant registration authority of the Kyrgyz Republic (electronic or paper format)
5. Copy of the Legal Act establishing the government authority or local government entity
6. Copy of the Charter (Bylaws) of the government authority or local government entity
7. Copy of the Legal Act appointing or electing the head of the organization
8. Copy of the Appointment Order issued by the head of the organization designating the Accountant/Chief Accountant
9. Authorization from the Central Treasury for opening a bank account (for organizations funded by the state budget, as required by Kyrgyz Republic legislation)
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 Official 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)
13. Copies of Identification Documents of founders (if applicable) 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 institution'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 institution's official seal and signed by the organization's head.
- 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 institution's seal and the head's 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 government 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.