

(Branches and Representations)

List of Documents Required for Opening a Checking Account of Branches and Representative Offices of Legal Entities (Residents and Non-Residents)

1. Account opening application;
2. Legal entity questionnaire;
3. Beneficial owner (ultimate beneficiary) questionnaire;
4. Certificate of state registration of the branch or representative office of the legal entity;
5. Copies of the founding documents of the parent organization, with amendments and additions, notarized or stamped by the legal entity's seal and signed by the head (if notarization is not possible under the laws of the country of origin);
6. Legalized or apostilled extract from the state registry or another document confirming the foreign legal entity establishing the branch (or acting as the founder of another legal entity) is valid under the laws of its country (for non-residents);
7. Copy of the document with amendments and additions under which the branch/representative office operates (e.g., Branch Regulation), notarized or stamped by the branch/representative office head (if notarization is not possible under the laws of the country of origin);
8. Copy of the decision (protocol) by the participant on the establishment (or re-registration) of the branch or representative office of the legal entity;
9. Copy of the license, if the legal entity is engaged in activities subject to mandatory licensing under the laws of the country of origin;
10. Copy of the decision (protocol) by the participant appointing the head and individuals with primary signature rights;
11. Copy of the order from the head of the executive body appointing the accountant/chief accountant (if listed on the signature specimen card);
12. Document detailing the operations and official consent from the legal entity for these operations if not reflected in the branch's regulations or the power of attorney issued to the branch head;
13. Certificate of tax registration;
14. Copy of the taxpayer registration card (TIN) (mandatory for legal entities registered in the Kyrgyz Republic before April 1, 2009);
15. Notarized signature specimen card with stamp;
16. Copies of identification documents for individuals listed on the signature specimen card (originals must be presented for verification);
17. Copies of identification documents for the participant (individuals) and the beneficial owner (ultimate beneficiary), no seal required from the legal entity.

Additional Document Requirements:

- If the client provides a notarized copy of a document, the Bank employee must verify the copy against the original, mark it with "verified against the original," include the date, full name, signature, and ensure the copy is stamped with the legal entity's seal. This step is not required if the copy is notarized.
- Documents not notarized must be stamped with the legal entity's seal and signed by the head of the organization. If no seal is present, the Bank employee must verify the copy against the original and mark it with "verified against the original," date, full name, and signature.
- All documents issued by foreign states and provided to the Bank must be properly legalized under the laws of the Kyrgyz Republic, except for documents issued by countries that are parties to the conventions on legal assistance and legal relations in civil, family, and criminal matters (signed in Minsk, January 22, 1993, and in Chisinau, October 7, 2002). For documents issued by countries that are signatories to The Hague Convention of October 5, 1961, which abolishes the requirement of legalization for foreign public documents, authenticity must be confirmed with an apostille.
- If the original document submitted to the Bank is in a foreign language, a translated copy in the state language (and the official language, if necessary) of the Kyrgyz Republic must be provided, certified by a translation agency.

Note:

This list of documents is not exhaustive. The Bank reserves the right to request additional documents and information necessary to identify the beneficial owner and may refuse to open the account until the required documents are provided.