

**List of Documents Required for Opening a Checking
Account for a Political Party**

1. Account opening application;
2. Legal entity questionnaire;
3. Beneficial owner (ultimate beneficiary) questionnaire;
4. Certificate of state registration from the registration authority of the Kyrgyz Republic;
5. Copy of the political party's Charter;
6. Copy of the list of initiators of the political party, including full names, birth dates, and addresses (signed by the initiators, with signatures notarized);
7. Copy of the list of members of the governing bodies of the political party, including full names, birth dates, and elected positions;
8. Copy of the resolution (protocol) by the initiators to establish the political party and adopt the party's Charter;
9. Copy of the resolution (protocol) by the initiators electing/appointing those authorized for primary signature rights;
10. Copy of the order from the head of the political party's executive body appointing the accountant/chief accountant (if listed on the signature specimen card);
11. Certificate of tax registration;
12. Copy of the taxpayer registration card (TIN) (mandatory for legal entities registered in the Kyrgyz Republic before April 1, 2009);
13. Notarized signature specimen card with stamp;
14. Copies of identification documents for individuals listed on the signature specimen card (originals must be presented for verification);
15. Copies of identification documents for the initiators and governing members of the political party (originals must be presented for verification).

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 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.
- Protocols of the political party must be signed by all members and sealed with the party's stamp.
- If no decision has been made by all members to delegate signature authority to the Chairman and Secretary, all subsequent protocols must be signed by all party members.

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.

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.

List of Documents Required for Opening a Correspondent Account for a Commercial Bank or Financial Institution (hereinafter referred to as the Respondent)

1. Application for opening a correspondent account;
2. Credit organization questionnaire;
3. Beneficial owner (ultimate beneficiary) questionnaire;
4. Copy of the document confirming the Respondent's registration as a legal entity in the country of origin, legalized and certified in accordance with the laws of the Kyrgyz Republic;
5. Notarized signature specimen card with the Respondent's stamp;
6. Documents (or copies certified by the Respondent) confirming the appointment of the head and individuals listed on the signature specimen card;
7. Notarized or legalized copies of the Charter and founding agreement;
8. Notarized or legalized copy of the banking license (with a certified translation into Russian) allowing the Respondent to conduct banking operations, including operations through correspondent accounts;
9. Balance sheet as of the last reporting date and the latest annual report, if available;
10. List of branches and correspondent banks with banking details and correspondent account numbers, certified by an authorized individual of the Respondent;
11. Agreement signed by the authorized individuals of the Respondent and stamped;
12. Information on the Respondent's anticipated activities to be conducted through the correspondent account;
13. Letter detailing the measures taken to prevent money laundering and terrorist financing.
14. Copies of identification documents for individuals listed on the signature specimen card (originals must be presented for verification).

Additional Document Requirements:

- All documents must be presented in the state or Russian language. If necessary, the Respondent must provide the Correspondent Bank with additional documents as required by the regulations of the National Bank of the Kyrgyz Republic.
- Copies of documents that are not notarized must be stamped with the Respondent'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 in foreign countries and submitted to the Bank must be properly legalized in accordance with the laws of the Kyrgyz Republic, except for documents issued in countries party to conventions on legal assistance and legal relations in civil, family, and criminal matters (signed in Minsk on January 22, 1993, and in Chisinau on October 7, 2002). For documents issued in countries that are parties to The Hague Convention of October 5, 1961, abolishing the requirement of legalization for foreign public documents, the authenticity must be confirmed by an apostille.
- If the original document provided to the Bank is in a foreign language, the Bank must be provided with a translation of the document into the state language (and, if necessary, the official language) of the Kyrgyz Republic, 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.

Appendix 16

(State Authorities and Local Self-Government Bodies)

List of Documents Required for Opening a Checking Account for Government Authorities or Local Self-Government Bodies

1. Account opening application;
2. Legal entity questionnaire;
3. Beneficial owner (ultimate beneficiary) questionnaire;
4. Certificate of state registration (or re-registration) of the government authority or local self-government body with the registration authority of the Kyrgyz Republic in electronic or paper form;
5. Copy of the legal act establishing the government authority or local self-government body;
6. Copy of the Charter (or Statute) of the government authority or local self-government body;
7. Copy of the legal act appointing or electing the head;
8. Copy of the order from the head of the government authority or local self-government body appointing the accountant/chief accountant;
9. Permission from the Central Treasury to open an account with the Bank (for organizations financed from the state budget, as required by the laws of the Kyrgyz Republic);
10. Certificate of tax registration;
11. Copy of the taxpayer registration card (TIN) (mandatory for legal entities registered in the Kyrgyz Republic before April 1, 2009);
12. Notarized signature specimen card with stamp;
13. Copies of identification documents for individuals listed on the signature specimen card (originals must be presented for verification);
14. Copies of identification documents for the founders (individuals) and the beneficial owners (ultimate beneficiaries), 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.

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.