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Appendix No. 4

THE LIST OF DOCUMENTS, REQUIRED FOR OPENING CURRENT ACCOUNTS BY RESIDENT LEGAL ENTITIES OF THE REPUBLIC OF KAZAKHSTAN IN TENGE AND FOREIGN CURRENCY

Legal entities that are residents of the Republic of Kazakhstan, shall submit to the Bank the documents for opening a bank current account, depending on the status.

1. Legal entities – residents of the Republic of Kazakhstan and their separate subdivisions: branches and representative offices shall provide the following documents:

- application for opening a current account;
- a document with samples of signatures (the first and the second signatures if any) in two (2) copies, certified by the authorized persons of the Bank or at the client’s request - notarized¹;
- the original articles of association, or **at the customer’s discretion** a notarized copy of the charter (for separate subdivisions – The Regulations), or a document confirming the fact of carrying out the activities of the customer on the basis of the standard charter, for the subsequent making of copies of any of the above documents. In the case of providing a certificate of state registration confirming the fact of the client’s activities on the basis of the standard charter, the following documents are additionally required to record information and properly verify the client (its representatives) and the beneficial owners of the legal entity that operates on the basis of the standard charter:
 - the constituent agreement and the register of shareholders (if any) or information from other sources;
 - a certificate or a copy of the certificate of state registration (re-registration) of a legal entity or a record registration (re-registration) of a branch (representative office);
 - a copy of the identification document (s) of the person(s), the first head and of the person, having the right of the first and the second (if available) signature, authorized to sign payment documents when carrying out operations related to maintenance of the bank account of the client (money management on the bank account) in conformity with the document with samples of signatures and stamp impression:
 - ✓ minutes of the meeting of the founders / meeting of the authorized body of the legal entity or the decision of the founder on election / appointment of the head (the original for subsequent making of a copy);
 - ✓ documents certifying the composition of participants / shareholders owning 10 or more percent of shares in the authorized capital and officials of the legal entity (including members of the Management Board, the Board of Directors, the Supervisory Board (if such bodies are available)).
 - ✓ The order on the assumption of the post of the head and appointment of the chief accountant (the original for subsequent making of a copy);
 - ✓ other documents on the basis of which such powers are presented (for example, an employment contract with the head of a legal entity or an extract from it as to the term of the contract and the powers of the head);
 - documents certifying the authority of persons specified in the document with samples of signatures and seal impression (except for the head and chief accountant or individual entrepreneur) to dispose money on the account with the right of first or second signature – a power of attorney, order, etc.;
 - permission (in the event that the customer’s activities are carried out through licensing or licensing procedures in accordance with the Law of the Republic of Kazakhstan “On Permits and Notifications”);
 - consent to the collection and processing of personal data, signed by the authorized persons from the Client-legal entity’s side, representing the enterprise in relations with the Bank;
 - at the Bank’s request:
 - ✓ an extract from the register of shareholders (participants) of a legal entity;
 - ✓ documents, certifying the identity or the fact of state registration (re-registration), of founders (participants) of the legal entity (except for documents of founders (participants) of joint-stock companies, as well as economic partnerships, the register of participants of which is carried out by one registrar);
 - ✓ documents, certifying the identity of the beneficiary owners of the legal entity (except for cases when the beneficiary owner is the founder (participant) of the legal entity and has been identified on the basis of an extract from the register of shareholders (participants));

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¹ legal entities that are not related to private business entities submit a document with sample signatures and a seal impression;

legal entities that are related to private business entities submit a document with sample signatures without a seal impression;

a document with sample signatures in two (2) copies, certified by an authorized person of the Bank on the basis of a power of attorney or notarized at the request of the client.

2. Branches and representative offices of public and religious organizations shall additionally provide:

– documents certifying the authority of the head of a branch or representative office of a public or religious association, elected (appointed) in the manner prescribed by the charter of a public or religious association and the regulations on its branch or representative office.

3. Branches and representative offices of other types of legal entities shall additionally provide:

– a copy of the power of attorney issued by a resident legal entity of the Republic of Kazakhstan to the head of a branch or representative office;

– a copy of the Regulations;

4. State institutions, financed from the state budget, shall additionally submit:

– Permission of the central authorized body for the budget reimbursement.

5. In case of opening a current account for crediting compensation for investment costs, the client additionally submits a financing agreement for the assignment of a monetary claim, a concession agreement and (or) a public-private partnership agreement

6. Questionnaire according to the Appendix to the AML/FT Rules. (Appendix No. 9, 9-1)

7. To open a current account, the POA shall submit to the Bank:

1) an application containing the purpose of the current account (Appendix No. 1 to the Adhesion Contract – an application for opening a current bank account), for this the client puts the appropriate mark in the line:

Purpose of the current account / Назначение текущего счета (for property owners' association non-profit entities (POA)/ для некоммерческих организаций «объединение собственников имущества» (ОСИ):

- for the purpose of crediting money for expenses for the management of the condominium object and the maintenance of the common property of the condominium object/в целях зачисления денег по расходам на управление объектом кондоминиума и содержания общего имущества объекта кондоминиума;

2) a document with sample signatures in two (2) copies, certified by an authorized person of the Bank or notarized at the request of the client;

3) the original of the charter, or at the client's request, a notarized copy of the charter or a document confirming the fact of the client's activities on the basis of a standard charter, for the subsequent making of copies of any of the above documents;

4) a copy of the minutes of the Meeting on the creation of the POA;

5) an identity document of the chairman of the POA (a copy is taken from the document);

6) consent to the collection and processing of personal data signed by authorized persons of the Client-legal entity representing the Client in relations with the Bank;

7) Questionnaire of a legal entity according to the AML/CFT Rules

8. A legal entity whose exclusive activity is the exchange operations with foreign currency in cash, shall additionally submit:

- a copy of the license for the exchange operations with cash foreign currency;

- the originals of powers of attorney for authorized persons to perform exchange operations with cash, notarized at the client's request or certified by the client's head having the right of the first signature in a document with samples of signatures.