



## List of documents for opening an account of a Legal entity resident of the Kyrgyz Republic

1. Certificate of state registration / re-registration certified by the Client himself (signature and seal (if any))
2. Card with samples of signatures and seal of the established form certified by a notary
3. The original certificate of the tax service body on the fact of tax registration of the taxpayer with the obligatory indication of the TIN (if there is no TIN in the certificate or in the certificate of state registration of a legal entity, a copy of the document indicating the TIN is additionally provided)
4. Original certificate or other document confirming VAT registration
5. A copy of the Unified Tax Return (UND) for the relevant tax period
6. A copy of the document on registration in the Social Fund, certified by the client (Notice to the policyholder / certificate of the Social Fund)
7. A copy of the license certified by the Client (if the activity is subject to licensing)
8. Copies of documents certified by the Client or an OKB Employee establishing the competence and powers of the chief executive officer and or another authorized person, chief accountant and / or other authorized person to manage the bank account (decisions of management bodies, orders, powers of attorney, etc.)
9. Articles of Association a notarized copy; - a copy certified by the seal of the legal entity and the signature of the head
10. Decision / Protocol on the establishment of a legal entity (on state re-registration of a legal entity), certified by the Client
11. For government agencies / enterprises - permit from the Central Treasury
12. Power of attorney for the right to open a bank account and actions related to this order (if any)
13. A copy of the identity document of the person authorized to manage the funds of the legal entity



**List of documents for opening an account Separate subdivisions (Branches and representative offices) of a legal entity resident of the Kyrgyz Republic**

1. A copy of the certificate of state registration (re-registration) of the legal entity certified by the client. For legal entities registered in the Free Economic Zone (FEZ), a copy of the Registration Certificate certified by the Directorate of the FEZ
2. The original certificate of the tax service body on the fact of tax registration of the taxpayer with the obligatory indication of the TIN (if there is no TIN in the certificate or in the certificate of state registration of a legal entity, a copy of the document indicating the TIN is additionally provided)
3. Original certificate or other document confirming VAT registration
4. A copy of the Unified Tax Return (UND) for the relevant tax period
5. A copy of the document confirming registration with the Social Fund certified by the Client (a copy of the Notice to the policyholder or a certificate from the Social Fund).
6. A copy of the license for the right to carry out activities subject to licensing certified by the Client (if any)
7. A notarized copy of the Charter registered by the justice authorities, including amendments and additions, of the parent organization of the Client (or a copy certified by the seal of the LE and the signature of the head of the parent body)
8. Decision / Protocol on the creation of a legal entity (on the state re-registration of a legal entity), certified by the Client
9. The decision of the legal entity to establish a branch (representative office)
10. A notarized copy of the Regulations, on the basis of which the branch (representative office) carries out its activities, or a copy certified by the seal of the LE (if any) and signed by the head
11. Notarized, stamped and signed by the head of the legal entity copy of the certificate of state registration / re-registration of the branch (representative office)
12. Copies of documents certified by the Client establishing the eligibility of persons to manage the bank account (decisions of the governing bodies, orders, etc.) and the original of the power of attorney (or a copy certified by the parent organization),
13. A document with a list of operations and the official consent from the parent organization of the Client to carry out these operations, if this is not reflected in

the Regulations on the branch (representative office) and / or in the power of attorney.

14. Permission from the Central Treasury to open a bank account with the Bank (for branches of state-owned enterprises - republican or local budgetary institutions)
15. Card with samples of signatures and seal of the established form certified by a notary



### **Legal entity non-resident of the Kyrgyz Republic**

1. An extract from the trade register or other document containing information about the body that registered a non-resident legal entity, a certified translation of the document in the state or official languages, and, if necessary, legalized in accordance with the legislation of the Kyrgyz Republic or an international treaty, one of the participants of which is the Kyrgyz Republic
2. A notarized copy of the Charter or any other document, including amendments and additions, made in the state or official languages
3. A notarized copy of the Memorandum of Association, if any, made in the state or official languages
4. A copy of the license for the right to carry out activities subject to licensing in accordance with the requirements of the legislation of the country of origin (if any) certified by the Client himself
5. Copies of documents certified by the Client himself that establish the eligibility of persons to manage the bank account (decisions of the governing bodies, orders, powers of attorney, etc.)
6. Card with samples of signatures and seal of the established form certified by a notary
7. A copy of the identity document of the person authorized to manage the funds of the legal entity

**List of documents for opening an account Separate subdivisions (Branches and representative offices) of a legal entity non-resident of the Kyrgyz Republic**

1. Card with samples of signatures and seal of the established form certified by a notary
2. Extract from the trade register or other document containing information about the body that registered a separate subdivision, certified by translation in the state or official language and, if necessary, legalized in accordance with the legislation of the Kyrgyz Republic or an international treaty, one of the participants of which is the Kyrgyz Republic
3. A notarized and executed in the state or official languages copy of the Charter of the Client's parent organization or other document, including amendments and additions, defining the procedure for activities
4. Notarized and executed in the state or official languages copy of the Memorandum of Association of the parent organization of the Client, if any (decision on creation)
5. Notarized, executed in the state or official language, a copy of the document on the basis of which a separate subdivision carries out its activities (for example, the Regulations on a separate subdivision, a document on registration of a separate subdivision)
6. Copies of documents certified by the Client establishing the eligibility of persons to manage the bank account (decisions of the management bodies, orders, etc.) and the original power of attorney (if any) issued by the authorized body of the Client's parent organization
7. A document with a list of operations and official consent from the parent organization of the Client to carry out these operations, if this is not reflected in the Regulations on the separate division and / or in the power of attorney issued to the head of the separate division



An international organization, their projects, diplomatic and consular missions carrying out their activities in accordance with international agreements ratified in the prescribed manner

1. A copy of the International Treaty or other document, ratified by the Jogorku Kenesh of the Kyrgyz Republic, certified by the Client himself, on the basis of which the international organization, its draft, diplomatic and consular missions carry out their activities
2. A copy of the Regulation on an international organization, or its draft (if available), certified by the Client;
3. Copies of documents certified by the Client establishing the eligibility of persons to manage the bank account (decisions of the governing bodies, orders, powers of attorney, etc.)
4. Letter (original, or a copy certified by the Client) from an authorized state body (Ministry of Foreign Affairs of the Kyrgyz Republic) confirming the accreditation of the international organization, its project of the diplomatic and consular mission and its employees
5. Card with samples of signatures and seal of the established form certified by a notary