

**Appendix No. 1A**  
to the Procedure for working with bank accounts, deposits and  
operations on them in CJSC «KSB CB»

**List of documents for opening an account  
legal entity/individual entrepreneur – resident of the Kyrgyz Republic**

1. Certificate of state registration/re-registration certified by the Client (signature and seal (if available)).
2. A card with sample signatures and a seal imprint of the established form (notarized).
3. The original certificate from the tax authority on the fact of tax registration of the taxpayer with the obligatory indication of the TIN (in the absence of the 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 Declaration (UNT) for the corresponding tax period, certified by the Client (signature and seal (if any)).
6. A copy of the document on registration with the Social Fund (Notice to the policyholder/certificate of the Social Fund) certified by the Client (signature and seal (if any)).
7. A copy of the license (if the activity is subject to licensing), certified by the Client (signature and seal (if any)).
8. Copies of documents establishing the competence and powers of the first manager and/or other authorized person, chief accountant and/or other authorized person to manage the bank account (decisions of management bodies, orders, powers of attorney, etc.).
9. A copy of the Charter (notarized / certified by the Client (signature and seal (if any))).
10. A copy of the Decision/Protocol on the creation of a legal entity (on state re-registration of a legal entity), (notarized/certified by the Client (signature and seal (if any))).
11. For government agencies/enterprises - permission from the Central Treasury.
12. Power of attorney for the right to open a bank account and related actions (if any).
13. An identification document on paper or a document in digital format received from the state information systems of a person authorized to manage the funds of a legal entity.

**Appendix No. 1B**

to the Procedure for working with bank accounts, deposits and operations on them in CJSC «KSB CB»

**List of documents for opening an account  
legal entity - non-resident of the Kyrgyz Republic**

1. A notarized and/or apostilled (legalized) copy of a document confirming the registration of a legal entity in the authorized body (institution) of the country of residence (for example, a certificate of organization, a certificate of incorporation, a current extract from the trade register, etc.). The document is provided with a translation into Kyrgyz or Russian, certified by a translation agency.
2. A notarized and apostilled (legalized) copy of a document confirming the current status of a legal entity as a going concern (for example, the certificate of good standing ). The document is provided with a translation into Kyrgyz or Russian, certified by a translation agency .
3. Certificate of tax registration with the State Tax Service of the Kyrgyz Republic or its territorial divisions .
4. Document (decision of a participant (shareholder)) on the creation of a legal entity. The document must be translated into Kyrgyz or Russian and certified by a certified translation agency .
5. A notarized and/or apostilled (legalized) copy of the Charter of a legal entity. The document is provided with a translation into Kyrgyz or Russian, certified by a translation agency .
6. A notarized and/or apostilled (legalized) copy of the Memorandum of Association (if there are two or more participants (shareholders)) of a legal entity. The document is provided with a translation into Kyrgyz or Russian, certified by a translation agency .
7. A document confirming the authority of the head of a legal entity or a representative of a legal entity to manage funds in bank accounts ( for example, the certificate of incumbency , decision to appoint the head of a legal entity, power of attorney for a representative of a legal entity, etc.). The document must be translated into Kyrgyz or Russian and certified by a translation agency, the signature of the head and the seal of the legal entity. A power of attorney from a representative of a legal entity must be notarized and/or apostilled (legalized) and provided with a translation into Kyrgyz or Russian certified by a translation agency .
8. A notarized and/or apostilled (legalized) copy of the passport of the head of a legal entity or his representative (if the representative is a foreign citizen). The document is provided with a translation into Kyrgyz or Russian, certified by a translation agency .
9. Copies of passports of all participants (shareholders) of the legal entity (individuals). If a participant (shareholder) of a legal entity is another legal entity - copies of all constituent documents of this legal entity with translation into Kyrgyz or Russian. This rule applies to the individual - the ultimate beneficiary (beneficiaries) of the legal entity. In the case of a mixed ownership structure in the capital of a legal entity (individuals and/or legal entities), the bank must additionally provide a diagram of the ownership (management) structure of the legal entity on paper.
10. Register of participants (shareholders) of a legal entity, certified by the signature of the director and the seal of the legal entity. The document must be translated into Kyrgyz or Russian and certified by a translation agency.

11. Notarized card with sample signatures of officials of a legal entity authorized to manage funds to a bank account and a seal imprint of a legal entity (if certification of the authenticity of an official's signature is carried out in a foreign country, the document must be apostilled (legalized) and provided with a translation into Kyrgyz or Russian, certified by a translation agency .
12. When connecting the remote access service to a bank account - documents confirming the client's economic activity in the Kyrgyz Republic (agreements, contracts, customs declarations, tax returns, etc.)
13. 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 residence of the legal entity and/or the Kyrgyz Republic. The document must be translated into Kyrgyz or Russian, certified by a translation agency, signed by the head and seal of the legal entity.
14. Documents confirming the legality of the stay of the head or representative of a legal entity (for foreign citizens) on the territory of the Kyrgyz Republic (air ticket, certificate from a hotel, document on permanent or temporary registration of a foreign citizen on the territory of the Kyrgyz Republic, etc.).
15. Current financial statements of the legal entity. The document must be translated into Kyrgyz or Russian, certified by the signature of the head and the seal of the legal entity.

The Bank reserves the right to request, at its discretion, additional documents and information necessary to establish a business relationship, and not to open an account until the relevant documents are provided.

**Appendix No. 1B**

to the Procedure for working with bank accounts, deposits and operations on them in CJSC «KSB CB»

**List of documents for opening an account  
Separate divisions (branches and representative offices)  
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 (signature and seal). For legal entities registered in the Free Economic Zone (FEZ), a copy of the Certificate of Registration certified by the Directorate of the FEZ.
2. The original certificate from the tax authority on the fact of tax registration of the taxpayer with the obligatory indication of the TIN (in the absence of the 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 Declaration (UNT) for the corresponding tax period.
5. A copy of the document confirming registration with the Social Fund (a copy of the Notice to the policyholder or a certificate from the Social Fund ), certified by the Client (signature and seal).
6. A copy of the license for the right to carry out activities subject to licensing (if any), certified by the Client (signature and seal).
7. A copy of the Charter registered by the judicial authorities, including amendments and additions, of the Client's parent organization (notarized/certified by the Client (signature and seal)).
8. A copy of the Decision/Protocol on the creation of a legal entity (on state re-registration of a legal entity), certified by the Client (signature and seal).
9. A copy of the Legal Entity's Decision on the creation of a branch (representative office), certified by the Client (signature and seal).
10. A copy of the certificate of state registration/re-registration of the branch (representative office), (notarized/certified by the Client (signature and seal)).
11. A copy of the Regulations on the basis of which the branch (representative office) carries out its activities (notarized/certified by the Client (signature and seal)).
12. Copies of documents establishing the competence of persons to manage a bank account (decision of management bodies, orders, etc.) and the original power of attorney (or a copy certified by the parent organization) issued by the authorized body of the parent organization to the head of the branch (representative office), certified by the Client (signature and seal) .
13. A document with a list of transactions and official consent from the Client's parent organization to carry out these transactions, 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 enterprises - republican or local budgetary institutions).
15. Card with sample signatures and seal imprint.

**Appendix No. 1G**

to the Procedure for working with bank accounts, deposits and operations on them in CJSC «KSB CB»

**List of documents for opening an account  
separate divisions (branches and representative offices) of a legal entity - a non-resident of the Kyrgyz Republic**

1. An extract from the trade register or other document containing information about the body that registered the separate unit, certified by a translation agency with a translation in the state or official language and, if necessary, legalized in accordance with the legislation of the Kyrgyz Republic or an international treaty to which the Kyrgyz Republic is one of the parties .
2. A notarized copy of the Charter of the Client's parent organization or other document, including amendments and additions, defining the procedure for activities, executed in the state or official languages.
3. A notarized copy of the Foundation Agreement of the Client's parent organization, if any, executed in the state or official languages (decision on establishment).
4. A notarized copy of the document, executed in the state or official language, on the basis of which the separate division carries out its activities (for example, the Regulations on the separate division, the registration document of the separate division).
5. Copies of documents establishing the competence of persons to manage a bank account (decision of management bodies, orders, etc.) and the original power of attorney (if any) issued by the authorized body of the Client's parent organization, certified by the Client (signature and seal (if any)).
6. A document with a list of operations and official consent from the Client's parent organization to carry out these operations, unless this is reflected in the Regulations on a separate division and/or in the power of attorney issued to the head of a separate division.
7. A card with sample signatures and a seal impression (if available), certified by a notary.

**Appendix No. 1D**

to the Procedure for working with bank accounts, deposits and operations on them in CJSC «KSB CB»

**List of documents for opening an account**

**International organizations, their projects, diplomatic and consular missions operating 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, on the basis of which the international organization, its project, diplomatic and consular missions carry out their activities, certified by the Client (signature and seal).
2. A copy of the Regulations on the international organization, or its project (if available), certified by the Client (signature and seal).
3. Copies of documents establishing the competence of persons to manage a bank account (decisions of management bodies, orders, powers of attorney, etc.), certified by the Client (signature and seal).
4. A letter (original or a copy certified by the Client) from an authorized government body (Ministry of Foreign Affairs of the Kyrgyz Republic), confirming the accreditation of an international organization, its diplomatic and consular mission project and its employees.
5. A card with sample signatures and a seal imprint, certified by a notary.