

**List of documents required for opening a current account in the card database
and issuing a corporate card**

1. For legal entities - residents of the Republic of Kazakhstan

CEO documents (originals):

1. CEO identity document;
2. Certificate / statement of state registration of a legal entity or registration of a branch or representative office;
3. Identity documents of founders (participants) of a legal entity, whose share of participation is not less than 10 percent or confirming the state registration (re-registration) of founders (except for documents of founders (participants) of joint-stock companies, as well as business partnerships, whose registers of participants are maintained by a single registrar;
4. Identity documents of beneficial owners of a legal entity that directly or indirectly own more than 25% of the authorized capital or outstanding shares (less preferred and redeemed by the company) of the customer-legal entity (except where beneficial owner is a shareholder (participant) of the legal entity and identified on the basis of extract from the register of shareholders/participants;
5. Original signature and seal card (to be filled in by the Bank);

Documents of authorized persons (originals):

1. Identification document of the authorized representative of the client in whose name the card is opened;
2. For branches and representative offices - a power of attorney issued by a legal entity - a resident of the Republic of Kazakhstan to the head of a branch or representative office;
3. Documents confirming the authority of the persons specified in signature and seal card to sign payment documents related to the maintenance of the client's bank account in accordance with the signature and seal card;

Additional documents (originals):

1. Constituent documents and (or) extract from the register of security holders;
2. If the client's activities are licensed in accordance with the legislation of the Republic of Kazakhstan, original and copy of the state license / electronic copy of license;
3. For state institutions financed from the state budget, permission of the Ministry of Finance of the Republic of Kazakhstan;
4. Documents provided in accordance with the requirements of the United States of America (the "US") Foreign Account Tax Compliance Act (filled in by the Bank).

2. For legal entities –non-residents of the Republic of Kazakhstan and their separate subdivisions

CEO documents (originals):

1. CEO identity document;
2. copy of non-resident taxpayer registration certificate;
3. original/notarized copy of extract from the trade register or any other similar document, which contains information about the authority that has registered a non-resident legal entity, registration number, date and place of registration duly certified by translation into state or Russian language;
4. Identity documents of founders (participants) of a legal entity, whose share of participation is not less than 10 percent or confirming the state registration (re-registration) of founders (except for documents of founders (participants) of joint-stock companies, as well as business partnerships, whose registers of participants are maintained by a single registrar;
5. Identity documents of beneficial owners of a legal entity that directly or indirectly own more than 25% of the authorized capital or outstanding shares (less preferred and redeemed by the company) of the customer-legal entity (except where beneficial owner is a shareholder (participant) of the legal entity and identified on the basis of extract from the register of shareholders/participants;
6. Signature and seal card (to be filled in by the Bank);
7. Regulation on the relevant branch or representative office or its notarized copy in Kazakh and/or Russian language.

Documents of authorized persons (originals):

1. Identification document of the authorized representative of the client in whose name the card is opened;
2. A notarized power of attorney issued by a legal entity - a resident of the Republic of Kazakhstan to the head of a branch or representative office in Kazakh and/or Russian language;
3. Documents confirming the authority of the persons specified in signature and seal card to sign payment documents;

Additional documents (originals):

1. For branches and representative offices of non-resident legal entities – a duly document issued by competent authority, confirming registration (re-registration);
2. A power of attorney filled out and signed by the CEO and chief accountant of the company to replenish current account in the card database of a legal entity at the Bank's cash desk (if any)

3. License or permit, if the client's activity is subject to licensing or a permitting procedure in accordance with the Law of the Republic of Kazakhstan "On Permits and Notifications"
– original or copy of state license/electronic copy of license;

3. For sole proprietors, peasants / farms, notaries, lawyers, private bailiffs

CEO documents (originals):

1. Client's identity document;
2. A document issued by competent authority, confirming state registration;
3. Original signature and seal card (to be filled in by the Bank);

Documents of authorized persons (originals):

1. Identity document of a person authorized to sign payment documents when performing operations related to maintaining a client's bank account (cash management in a bank account), in accordance with a signature and seal card - in case the client appoints other account managers;
2. A power of attorney filled out and signed by the CEO and chief accountant of the client to replenish current account in the card database of a legal entity at the Bank's cash desk (if any);
3. Identity documents of the beneficiary owner.

Additional documents (originals):

1. FATCA customer questionnaire (for individuals, sole proprietors);
2. for private notaries - a copy of the notary license;
for lawyers - a copy of the lawyer's license;
for private bailiffs - a copy of the license to engage in enforcement activities;
for peasant (farm) households - a certificate or a copy of a duly document issued by a competent authority confirming the state registration (re-registration);

4. . For foreign diplomatic and consular missions

CEO documents (originals):

1. CEO identity document;
2. Taxpayer's registration certificate of a non-resident;
3. The duly document confirming its accreditation, issued by the Ministry of Foreign Affairs of the Republic of Kazakhstan;
4. Signature and seal card (to be filled in by the Bank);

Documents of authorized persons (originals):

1. Identification document of the authorized representative of the client in whose name the card is opened;
2. A power of attorney filled out and signed by the CEO and chief accountant of the company to replenish current account in the card database of a legal entity at the Bank's cash desk (if any);
3. Documents confirming the authority of the persons specified in signature and seal card to sign payment documents related to the maintenance of the client's bank account in accordance with the signature and seal card;