KSB COMMERCIAL BANK

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

The list of documents is not universal and may vary depending on the country of registration, the organizational and legal form, and the applicable law. If a separate document, such as an article of association or a memorandum of association, is not provided for in the relevant jurisdiction, the client shall provide equivalent documents that enable the bank to establish the legal capacity of the legal entity, its management structure, the powers of its bodies, and the procedure for representation.

1. Document confirming the registration of the legal entity with the authorized body (institution) of the country of residence (e.g., certificate of registration, certificate of incorporation, current extract from the trade register, etc.), depending on the jurisdiction and organizational and legal form.
2. Document confirming the current status of the legal entity as an active company, if such a document is provided for or issued in the relevant jurisdiction (e.g., the certificate of good standing, certificate of existence).
3. Decision on establishment, or another document regulating the creation, legal status, and operating procedure of the legal entity, as well as all current amendments and supplements thereto.
4. Document containing information on the management bodies of the legal entity (structure and personal composition).
5. Copies of the foundational and corporate documents of the legal entity, taking into account the organizational and legal form and the legislation of the country of origin. Depending on the jurisdiction, such documents may include: Articles of Association, Memorandum and Articles of Association, Articles of Incorporation, or a Memorandum of Association.
6. Document confirming the powers of the head of the legal entity or the representative of the legal entity to dispose of funds on bank accounts (e.g., the certificate of incumbency, decision on the appointment of the head of the legal entity, power of attorney for the representative of the legal entity, etc.). The power of attorney of the representative of the legal entity must be notarized and apostilled (legalized) and provided with a translation into the Kyrgyz or Russian language certified by a translation agency.
7. Passport of the head of the legal entity or their representative (if the representative is a foreign citizen).
8. Copies of passports of all participants (shareholders) of the legal entity (individuals). If a participant (shareholder) of the legal entity is another legal entity, copies of all foundational documents of that legal entity must be provided along with a translation into the Kyrgyz or Russian language certified by a translation agency. This rule applies down to the individual who is the ultimate beneficial owner (owners) of the legal entity. In the case of a mixed ownership structure in the capital of the legal entity (individuals and/or legal entities), the

bank must additionally be provided with a diagram of the ownership (management) structure of the legal entity in hard copy.

9. Documents confirming the ownership structure and the composition of participants, shareholders, or other owners of the legal entity (e.g., register of participants (shareholders) of the legal entity certified by the signature of the head and the seal of the legal entity, share certificates, registrar information, declaration of beneficial ownership, or other documents allowing to establish the chain of ownership and control down to the individuals who are the ultimate beneficial owners).
10. Notarized signature sample card containing specimen signatures of the officials of the legal entity authorized to dispose of funds on the bank account, and an impression of the seal of the legal entity.
11. Copy of the License 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.
12. Documents confirming the lawfulness of stay of the head or representative of the legal entity (for foreign citizens) on the territory of the Kyrgyz Republic (airline ticket, hotel certificate, registration slip, document on permanent or temporary registration of a foreign citizen on the territory of the Kyrgyz Republic, etc.).
13. Information on the presence or absence at the location of the legal entity of its permanent governing body, another body, or a person who has the right to act on behalf of the non-resident legal entity without a power of attorney on the territory of the Kyrgyz Republic.
14. Information on branches and representative offices of the legal entity (if any).
15. Information on the presence of a politically exposed person (PEP) in the ownership (management) structure of the client legal entity.

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

Requirements for the form of foreign documents

Documents issued in a foreign state must be properly certified in accordance with the legislation of the country of issuance and the requirements of the legislation of the Kyrgyz Republic.

If the document is issued in a country that is a party to the Hague Convention of October 5, 1961, the authenticity of the document is confirmed by an apostille. If the document is issued in a country that is not a party to the said Convention, the document is subject to consular legalization, unless otherwise established by an international treaty.

Documents drawn up in a foreign language shall be provided with a translation into the state language and, if necessary, into the official language of the Kyrgyz Republic, certified by a translation agency.

In the case of providing copies of documents to the bank, they must be provided with a notary's notation certifying that they have been compared with the originals.

Tax registration and TIN

Opening a bank account for a non-resident legal entity that does not have a branch or representative office on the territory of the Kyrgyz Republic is carried out upon availability of a TIN and undergoing the relevant tax registration in the Kyrgyz Republic.

If a non-resident legal entity has previously been assigned a TIN in the Kyrgyz Republic, the client shall indicate the TIN and provide supporting information or documents, if available.

If, as of the date of application to the Bank for opening an account, a non-resident legal entity that does not have a permanent establishment in the Kyrgyz Republic has not been previously assigned a TIN, the Bank shall send a relevant notification to the tax authority. The account is opened only after the Bank receives information on tax registration and the TIN assigned by them.

Non-resident legal entities that do not have a permanent establishment in the Kyrgyz Republic are entitled to carry out on the territory of the Kyrgyz Republic exclusively transaction-related activities, in accordance with the legislation of the Kyrgyz Republic.

Account operations are carried out taking into account the requirements of the tax legislation of the Kyrgyz Republic. In cases provided for by the Tax Code of the Kyrgyz Republic, the bank fulfills the obligations of a tax agent.