LIST OF DOCUMENTS NEEDED TO OPEN A BANK ACCOUNT

1. Constituent documents (Articles of Association, Foundation Agreement, Regulations).

2. Amendments to the Charter (if any) with a note on state registration.

3. The decision of the sole participant (shareholder) or the Minutes of the general meeting of participants (shareholders) about the creation of a legal entity.

4. A certificate of tax registration with a tax authority or a document issued by a tax authority in cases provided for by the legislation of the Russian Federation.

5. Certificate of state registration or a sheet of entry from the Unified State Register on the establishment of a Legal Entity.

6. License (Permit) for the right to carry out activities subject to licensing (if any).

7. A card with signature samples and a seal impression issued in accordance with the instruction of the Bank of Russia No.153-I dated 30.05.2014, certified by a Russian notary or an authorized employee of the Bank in the presence of all persons entitled to dispose of funds on the account.

8. Documents confirming the powers of the sole executive body of a legal entity (persons entitled to act on behalf of a legal entity without a power of attorney) – protocol, decision, order.

9. Documents confirming the authority of other persons specified in the card to dispose of funds held in the account. The documents confirming the powers of the persons indicated in the Card include, inter alia, an administrative act and/or a power of attorney, which explicitly states that the person has the right to sign. The documents confirming the authority of persons to dispose of funds must indicate that the person entitled to sign is an employee of the organization.

10. Orders on the appointment of officials specified in the card with samples of signatures and seal impression. A document on the presentation of the right of signature on settlement documents to the persons indicated in the card with samples of signatures and seal impression.

11. A document certifying the identity of persons entitled to sign in a card with samples of signatures and a seal impression.

12. Extract from the register of shareholders, on the date preceding the day of signing the application for opening an account (no more than 30 calendar days).

13. A document confirming the presence at the location of a legal entity, its permanent governing body, other body or person who have the right to act on behalf of a legal entity without a power of attorney, namely one of the following documents (actual and legal address):

- a lease agreement or other agreement representing the right to use the premises at the place of location of the legal entity;

- certificate of the legal entity's ownership of the premises at its location;

- another document confirming the rights of a legal entity to use the premises at the location of the legal entity (cooperation agreement, joint activity agreement, etc.).

14. Information about the business reputation of the organization (reviews in any written form) from other clients of this Bank who have business relations with it; and (or) reviews in any written form) from other banks in which the organization was previously serviced, with information from these banks about the assessment of its business reputation.

15. Information (documents) about the financial situation:

- copies of the annual accounting statements (balance sheet, statement of financial results); and (or)

- copies of the annual (or quarterly) tax return with or without the marks of the tax authority on their acceptance, accompanied by either a copy of the receipt for sending a registered letter with an inventory of the attachment (when sent by mail), or a copy of the confirmation of sending on paper (when transmitted electronically); and (or)

- a copy of the auditor's report on the annual report for the past year, which confirms the reliability of financial (accounting) statements and compliance of the accounting procedure with the legislation of the Russian Federation; and (or)

- a certificate on the fulfillment by the taxpayer (payer of fees, tax agent) of the obligation to pay taxes, fees, penalties, fines issued by the tax authority.

If the activity of the organization does not exceed three months from the date of its state registration, a letter of guarantee for the provision of the above information (documents) is submitted at the first request of the Bank.