

**Documents needed to open a bank account
(for entities and self-employed individuals)**

For KR-based entities:

- a) An account application signed by persons mentioned in the specimen signature card and authorized to sign agreements and financial documents, having primary and secondary signature authority. An account application should also bear an entity's seal;
- b) A client application form;
- c) Notarized specimen cards with signatures of authorized representatives and an impress of a client's seal (two copies);
- d) A beneficial owner questionnaire;
- e) A legal entity identification card;
- f) A permission from the KR Central Treasury to open a bank account (for state-financed government bodies, enterprises and institutions, in accordance with requirements of KR law);
- g) A copy of an incorporation (reincorporation) certificate from the Ministry of Justice of the Kyrgyz Republic; entities registered in free economic zone (FEZ) shall also provide a copy of a certificate confirming that the entity is registered as a FEZ entity. Both copies should be certified by the entity's seal and signed by its CEO;
- h) Copies of incorporation documents (depending on a business organization form), with all relevant amendments and revisions, certified by a notary or by a seal of an entity and signed by its CEO when notarization is not possible in accordance with KR law;
- i) An original copy of a certificate from the State Revenue Service confirming that a client is registered with the tax authority and showing a client's TIN;
- j) Entities registered in FEZ should also provide a document confirming their registration with statistics bodies of the Kyrgyz Republic;
- k) A copy of a license if an entity's business is subject to mandatory licensing as required by KR law; a copy should be certified by an entity's seal and signed by its CEO;
- l) Copies of documents confirming that persons mentioned in the specimen signature card are entitled to manage the bank account (resolutions of authorized management bodies, orders, PoAs, etc.); the copies should be certified by an entity's seal and signed by its CEO;
- m) A copy of an incorporation or reincorporation decision certified by an entity's seal and signed by an authorized representative (if an entity was reincorporated at the time of account opening, a decision of a stakeholder/the minutes of the general meeting of shareholders on reincorporation should be provided. No need to provide a decision of a stakeholder/the minutes of the general meeting of shareholders on incorporation).
- n) A copy of an ID card of a person entitled to manage an entity's funds (an original copy should be on hand when submitting the documents).

For non-KR based entities:

- a) An account application signed by a client's authorized representative mentioned in the specimen signature card;
- b) A client application form;
- c) Notarized specimen cards with signatures of authorized representatives and an impress of a client's seal (two copies);
- d) A beneficial owner questionnaire;
- e) A legal entity identification card;
- f) An extract from the commercial register of an origin country confirming that a client is incorporated as a legal entity, or other document that can confirm the client's incorporation in accordance with the law of an origin country (an extract should be provided together with a notarized translation into Kyrgyz or Russian and, if needed, should be legalized in accordance with KR law or an international treaty to which the Kyrgyz Republic is a party);

- g) Copies of incorporation documents translated into Kyrgyz or Russian, with all relevant amendments and revisions, certified by a notary or by a seal of an entity and signed by its CEO when notarization is not possible in accordance with the law of an origin country;
- h) A certificate confirming that a client is registered with a tax authority;
- i) A copy of a license (in Kyrgyz or Russian language) to conduct business, if a client's business is subject to licensing in accordance with the law of an origin country (if such license is required to be in place), certified by a notary or by a seal of an entity and signed by its CEO when notarization is not possible in accordance with the law of an origin country;
- j) Copies of documents confirming that persons mentioned in the specimen signature card are entitled to manage the bank account (resolutions of management bodies, orders, PoAs, etc.); the copies should be certified by an entity's seal and signed by its CEO;
- k) A copy of an ID card of a person entitled to manage an entity's funds (an original copy should be on hand when submitting the documents).

Note: All documents should be legalized in accordance with the current KR law. Legalization is not required if a non-resident entity is based in one of the Hague Convention member countries (the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents of October 5, 1961). Documents that do not require legalization should be apostilled.

For standalone subdivisions (branches and representative offices) of KR-based entities:

- a) An account application signed by a client's authorized representative mentioned in the specimen signature card;
- b) A client application form;
- c) Notarized specimen cards with signatures of authorized representatives and an impress of a client's seal (two copies);
- d) A beneficial owner questionnaire;
- e) A legal entity identification card;
- f) A permission from the KR Central Treasury to open a bank account (for state-financed government enterprises and institutions, in accordance with requirements of KR law);
- g) A copy of an incorporation (reincorporation) certificate from the Ministry of Justice of the Kyrgyz Republic; entities registered in free economic zone (FEZ) shall also provide a copy of a certificate confirming that the entity is registered as a FEZ entity. Both copies should be certified by the entity's seal and signed by its CEO;
- h) An original copy of a certificate from the State Revenue Service confirming that a client is registered with the tax authority and showing a client's TIN;
- i) Entities registered in FEZ should also provide a document confirming their registration with statistics bodies of the Kyrgyz Republic;
- j) A copy of a license if an entity's business is subject to mandatory licensing as required by KR law; a copy should be certified by an entity's seal and signed by its CEO;
- k) A copy of an incorporation or reincorporation decision certified by an entity's seal and signed by its CEO;
- l) A copy of a decision of an entity's authorized body to open or re-register a branch (representative office) certified by a seal of a branch (representative office) and signed by a branch (representative office) manager;
- m) A copy of a document, with all relevant amendments and revisions, that entitles a branch (representative office) to operate; the copy shall be certified by a notary or by a seal of the branch (representative office) and signed by a branch (representative office) manager when notarization is not possible in accordance with KR law;
- n) A copy of a branch (representative office) registration (re-registration) certificate certified by a seal of the branch (representative office) and signed by a branch (representative office) manager;



- o) A copy of a document confirming that persons mentioned in the specimen signature card are entitled to manage the bank account (resolutions of management bodies, orders, PoAs, etc.); the copy should be certified by a seal of a branch (representative office) and signed by a branch (representative office) manager;
- p) A document enlisting operations a branch (representative office) is authorized to conduct and an official consent from a client's head office allowing the branch (representative office) to conduct those operations, unless this is specified in the standalone subdivision document and/or in the PoA granted to a manager of the standalone subdivision (an original or a copy certified by the head office);
- q) A copy of an ID card of a person entitled to manage the funds of a standalone subdivision (an original copy should be on hand when submitting the documents).

For standalone subdivisions (branches and representative offices) of non-KR based entities:

- a) An account application signed by a client's authorized representative mentioned in the specimen signature card;
- b) A client application form;
- c) A notarized specimen card with signatures of authorized representatives and an impress of a client's seal (two copies);
- d) A beneficial owner questionnaire;
- e) A legal entity identification card;
- f) An extract from the commercial register of an origin country confirming that a client is incorporated as a legal entity, or other document that can confirm the client's incorporation in accordance with the law of an origin country (an extract should be provided together with a notarized translation into Kyrgyz or Russian and, if needed, should be legalized in accordance with KR law or an international treaty to which the Kyrgyz Republic is a party);
- g) Copies of incorporation documents of a client's head office translated into Kyrgyz or Russian, with all relevant amendments and revisions, certified by a notary or by a seal of an entity and signed by its CEO when notarization is not possible in accordance with the law of an origin country;
- h) A certificate confirming that a client is registered with a tax authority;
- i) A notarized copy of a document, in Kyrgyz or Russian, that entitles a standalone subdivision to operate;
- j) A copy of a license (in Kyrgyz or Russian language) to conduct business, if this business is subject to licensing in accordance with the law of an origin country (if such license is required to be in place), certified by a notary or by a seal of an entity and signed by its CEO when notarization is not possible in accordance with the law of an origin country;
- k) Copies of documents confirming that persons mentioned in the specimen signature card are entitled to manage the bank account (resolutions of management bodies, orders, PoAs, etc.); the copies should be certified by a seal of a branch (representative office) and signed by a branch (representative office) manager;
- l) A document enlisting operations a branch (representative office) is authorized to conduct and an official consent from a client's head office allowing the branch (representative office) to conduct those operations, unless this is specified in the standalone subdivision document and/or in the PoA granted to a manager of the standalone subdivision (an original or a copy certified by the head office);
- m) A copy of an ID card of a person entitled to manage the funds of a standalone subdivision (an original copy should be on hand when submitting the documents).

Note: All documents should be legalized in accordance with the current KR law. Legalization is not required if a non-resident entity is based in one of the Hague Convention member countries (the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents of October 5, 1961). Documents that do not require legalization should be apostilled.



For international organizations, their projects and diplomatic and consular missions operating under international treaties ratified in accordance with the established procedure:

- a) An account application signed by a client's authorized representative mentioned in the specimen signature card;
- b) A client application form;
- c) A legal entity identification card;
- d) Specimen cards with signatures of authorized representatives and an impress of a client's seal (two copies) certified by an authorized state body or an embassy in KR of a country of residence of an international organization, its project or diplomatic/consular mission;
- e) A beneficial owner questionnaire;
- f) A copy of an international treaty or other document ratified by Jogorku Kengesh (the KR Parliament) that gives an international organization, its project or diplomatic/consular mission the right to operate; the copy should be certified by a client;
- g) A copy of bylaws of an international organization or its project (if any) certified by a client;
- h) Copies of documents confirming that authorized persons of a client are entitled to manage the bank account (resolutions of management bodies, orders, PoAs, etc.); the copies should be certified by a client;
- i) A letter (an original or a copy certified by a client) from an authorized state body (the Ministry of Foreign Affairs of the Kyrgyz Republic) confirming accreditation of an international organization, its project, diplomatic/consular mission and staff.

For self-employed individuals (individual entrepreneurs):

- a) An account application signed by a client;
- b) A client application form;
- c) Two specimen cards with a client's signature and an impress of an individual entrepreneur seal (if any).
Documents confirming that persons mentioned in the specimen signature card are entitled to manage the bank account (if such powers are delegated to third parties).
- d) A copy of a client's ID card (an original copy should be on hand when submitting the documents);
- e) A beneficial owner (beneficiary) questionnaire, if a client has a beneficial owner (beneficiary);
- f) A copy of an individual entrepreneur registration/re-registration certificate issued by a competent body, or a copy of a document confirming that a client operates his/her business without registration (a patent), as provided by the applicable KR law; both copies should be certified by a client's signature and seal (if the client has a seal);
- g) An original copy of a certificate from the State Revenue Service confirming that a client is registered with the tax authority and showing a client's TIN.