

## Appendix 12

### (International Organizations)

#### **List of Documents Required to Open a Current Account for International Organizations and Their Projects Operating in Accordance with International Agreements Ratified in the Established Manner**

1. Application for account opening.
2. Legal entity questionnaire.
3. Beneficial owner (ultimate beneficiary) questionnaire.
4. Copy of the international treaty ratified by the Jogorku Kenesh of the Kyrgyz Republic under which the international organization or its project operates.
5. Copy of the charter of the international organization or its project (if available).
6. Copy of the tax identification number (if available) or the code of the foreign organization or representative office (if available).
7. Copy of the order (contract, letter from the relevant higher authority) confirming the authority of the individuals to sign contracts and financial documents with first and second signature rights.
8. Copy of the document confirming the fact of tax registration of the legal entity in the Kyrgyz Republic.
9. Letter from the authorized state body (Ministry of Foreign Affairs of the Kyrgyz Republic) confirming the accreditation of the international organization (its project) and its employees.
10. Signature specimen card certified by the authorized state body or the embassy of the respective country in the Kyrgyz Republic, where the international organization or its project is a resident.
11. Copy of identification documents for the individuals indicated on the signature specimen card (when serviced in person, the original document must be presented for review, from which the copy is made).
12. Other information/documents at the discretion of the Bank.

#### **Additional Requirements for the Documents:**

- A copy of a document that is not notarized must be certified with the seal of the legal entity and signed by the director.
- If a copy of the document is not certified with the seal of the legal entity, the Bank employee must compare the provided copy of the document with the original and make a notation on the copy stating “compared with the original,” along with the date, full name, and signature.
- All documents issued in foreign countries and submitted to the Bank must be properly legalized in accordance with the legislation of the Kyrgyz Republic, except for documents issued in countries that have ratified the Conventions on Legal Assistance and Legal Relations in Civil, Family, and Criminal Matters signed in Minsk on January 22, 1993, and in Chişinău on October 7, 2002. If the documents submitted to the Bank are issued in a country that is a signatory to the Hague Convention of October 5, 1961, abolishing the requirement of legalization of foreign official documents, their authenticity must be confirmed by an apostille.
- If the original document submitted to the Bank is in a foreign language, a translation of the documents into the state language and, if necessary, into the official language of the Kyrgyz Republic must be provided, certified by a translation agency.

## Appendix 13

### (Embassies, Diplomatic and Consular Representations)

#### **List of Documents Required to Open a Current Account for Embassies, Diplomatic, and Consular Representations**

1. Application for account opening.
2. Legal entity questionnaire.
3. Beneficial owner (ultimate beneficiary) questionnaire, indicating the country of the Embassy, diplomatic, or consular representation accredited in the Kyrgyz Republic.
4. Document confirming the accreditation of the Embassy (copy certified by the Embassy itself) in accordance with the provisions of the Vienna Convention on Diplomatic Relations of 1961 and the Vienna Convention on Consular Relations of 1963.
5. Copy of the order (contract, letter from the relevant higher authority) confirming the authority of the individuals to sign contracts and financial documents with first and second signature rights.
6. Document verifying the authority of individuals listed in the category D accreditation card, in accordance with the Regulations on the Accreditation of Staff of Diplomatic Missions, Consular Institutions of Foreign States, as well as the Representative Offices of International Organizations and Other Equivalent Representations Operating in the Territory of the Kyrgyz Republic, dated September 23, 2015, No. 659.
7. Copy of the document confirming the tax registration of the legal entity in the Kyrgyz Republic.
8. Signature specimen card and seal impression of the Embassy, diplomatic, and consular representations, certified by a notary.
9. Copy of identification documents for the individuals indicated on the signature specimen card (when serviced in person, the original document must be presented for review, from which the copy is made).
10. Other information at the discretion of the Bank.

#### **Additional Requirements for the Documents:**

- A copy of a document that is not notarized must be certified with the seal of the legal entity and signed by the director.
- If a copy of the document is not certified with the seal of the legal entity, the Bank employee must compare the provided copy of the document with the original and make a notation on the copy stating “compared with the original,” along with the date, full name, and signature.
- All documents issued in foreign countries and submitted to the Bank must be properly legalized in accordance with the legislation of the Kyrgyz Republic, except for documents issued in countries that have ratified the Conventions on Legal Assistance and Legal Relations in Civil, Family, and Criminal Matters signed in Minsk on January 22, 1993, and in Chişinău on October 7, 2002. If the documents submitted to the Bank are issued in a country that is a signatory to the Hague Convention of October 5, 1961, abolishing the requirement of legalization of foreign official documents, their authenticity must be confirmed by an apostille.
- If the original document submitted to the Bank is in a foreign language, a translation of the documents into the state language and, if necessary, into the official language of the Kyrgyz Republic must be provided, certified by a translation agency.