

List of documents required to form a file for uncovered guarantees

To form a file on the uncovered guarantee, besides the loan documents specified in the “Policy of maintaining documentation on lending in Subsidiary JSC VTB Bank (Kazakhstan)”, the following documents are required:

- 1) An application for guarantee signed by the Customer and registered with the Bank’s Front Office, in the form prescribed by the Bank, which is an integral part of the loan and security documentation;
- 2) A copy of the commercial contract/loan agreement within the framework of which the guarantee is issued (in all cases, except for the issuance of tender/post-tender guarantee), copy of the tender documentation, or, in case of a large volume – a part of the tender documentation containing information on the name of the tender and lots (in case of issuing a tender guarantee), or a copy of the public procurement contract (in case of issuing a post-tender guarantee);
- 3) A statement of consent of the individual debtor to the Bank’s submission of information about him/her and guarantees or sureties issued by the Bank at the request of the individual debtor to credit bureaus (Annex No. 11);
- 4) A statement of consent of the individual debtor to submit to the credit bureau a credit report on bank guarantee and surety to the recipient of the credit report (Annex No. 11);
- 5) A statement of consent of the Borrower (Co-borrower, Guarantor, Pledger, Mortgagor) to personal data collection, processing and transfer (Annex No. 11);

Documents of the third party, to secure the performance of obligations of which the guarantee is issued:

- 1) Document issued by the authorized body confirming the fact of state registration/re-registration of the legal entity/branch/representative office; **
- 2) Copy of the Charter (amendments and additions to the Charter), including notices to the justice authorities on making amendments and additions to the constituent documents with the stamp of incoming registration (if any) (with a note on entering into the electronic register**);
- 3) Copy of the document containing information on members/shareholders and distribution of their participatory interest: The Customer’s Foundation Agreement, if any (amendments and additions to the Foundation Agreement), and/or Register/extract from the register of members (if the registrar maintains a list of members).

** - The above documents can be provided as a certificate from the e-government web portal: www.e-gov.kz.