

List of documents required for the formation of a file for covered guarantees

- 1) Application for the bank guarantee signed by the Customer, and registered with the Bank's front office, according to the form prescribed by the Bank (Annex 1 to these Rules);
- 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 decision of the authorized body of the Customer/Pledger (legal entity) to obtain the guarantee and provide coverage thereunder (original).
Note: an authorized body is a director, sole founder (shareholder), board of directors, meeting of members (shareholders), etc., according to the Customer's constituent documents, powers of attorney, etc. It is possible to adopt a framework decision of the authorized body for the issuance of financial instruments (including the issuance of covered guarantees, tender guarantees, and covered letters of credit).
- 4) A notarized statement of consent of the Pledger's spouse to pledge the deposit (accompanied by a copy of the marriage certificate and a copy of the spouse's identity document), or a notarized statement that he/she was not married at the time of pledging the deposit;
- 5) 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);
- 6) 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);
- 7) A statement of consent of the Borrower (Co-borrower, Guarantor, Pledger, Mortgagor) to personal data collection, processing and transfer (Annex No. 11);
- 8) A certificate on all registration actions of the legal entity **
- 9) A copy of the document certifying the status of a non-resident legal entity issued by the authorized body of the Customer's state (if it is a non-resident of the Republic of Kazakhstan) **
- 10) A copy of the individual Customer's identity document verified with the original document, and a note thereof;
- 11) The decision of the authorized body/person of the Bank on approval of the issuance of the guarantee (original);
- 12) Certificate confirming the presence of documents issued by the operational unit in the form provided in Annex 12 to the Rules for conducting documentary operations and servicing bank guarantees in the VTB Bank (Kazakhstan) Subsidiary Joint Stock Company accompanied by the copies of the following documents: notarized copies of the constituent documents of the customer (for a legal entity) or a copy of the identity document (for an individual) verified with the original document with a note thereof, or a copy of the document in the prescribed form issued by the appropriate authorized body confirming the fact of state registration (re-registration) (for individual entrepreneurs), a copy of the document with specimen signatures of the top manager of the Customer/ Pledger/Mortgagor, as well as other persons having the right of first/second signature and persons authorized to sign on behalf of the Customer/ Pledger/Mortgagor the loan and collateral documentation, and impression of the Customer's/Pledger's/Mortgagor's seal (if any);
- 13) A copy of the guarantee agreement, and other documents confirming the conclusion of the transaction, the original of which shall be kept in the Bank's vault, on the terms and conditions and in the manner prescribed by the Bank's internal documents.

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

- 14) Document issued by the authorized body confirming the fact of state registration/reregistration of the legal entity/branch/representative office; **
- 15) 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**);
- 16) 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.