

List of documents required to form a file for covered letters of credit

- 1) Application for opening a letter of credit signed by the Customer, and registered with the Bank's front office, according to the form prescribed by the Bank (Annex 2 to these Rules);
- 2) A copy of the commercial contract concluded between the Customer and beneficiary within the framework of which the letter of credit is issued;
- 3) A decision of the authorized body of the Customer/Pledger (legal entity) for issuing a letter of credit and providing coverage thereunder.
Note: an authorized body is a director, sole founder (shareholder), board of directors, meeting of members (shareholders), etc., according to the principal'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, blank tender guarantees, and covered letters of credit).
- 4) A certificate on all registration actions of the legal entity **
- 5) A copy of the document certifying the status of a non-resident legal entity issued by the authorized body of the applicant's state (if it is a non-resident of the Republic of Kazakhstan);
- 6) A copy of the individual Customer's identity document verified with the original document, and a note thereof;
- 7) The decision of the authorized body/person of the Bank on approval of the issuance of the letter of credit;
- 8) A copy of the contract for opening the letter of credit, 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;
- 9) 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 (reregistration) (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 the loan and collateral documentation on behalf of the Customer/Pledger/Mortgagor, and impression of the Customer's/Pledger's/Mortgagor's seal (if any);

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

- 10) Document issued by the authorized body confirming the fact of state registration/reregistration of the legal entity/branch/representative office; **
- 11) 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**);
- 12) 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).
- 13) A statement of consent of the Borrower (Co-borrower, Guarantor, Pledger, Mortgagor) to personal data collection, processing and transfer (Annex No. 11);

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