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**List of documents[[1]](#endnote-1),**

**required to open a bank account**

**The documents are submitted by the Bank to be filled /executed by the Client**

* Statement of accession to the Contract of adhesion on opening of a current account (when opening current account), executed in accordance with the internal requirements of the Bank[[2]](#footnote-1);
* Questionnaire, executed in accordance with the internal document of the Bank on implementation of internal control on AML/CFT of Subsidiary VTB Bank JSC (Kazakhstan);
* FATCA Questionnaire, executed in accordance with the internal document of the Bank on performance of comprehensive inspection of the corporate clients for the compliance with the FATCA requirements in the personal attendance of relevant authorized persons of the client;
* Consent to collection, processing and transfer of personal data, confidential information to Subsidiary VTB Bank JSC (Kazakhstan), executed in accordance with the internal document of the Bank, regulating the order of collection, processing and protection of personal data in the Bank;
* Application for opening of a savings account, executed in accordance with the internal requirements of the Bank.
* Resolution of the Bank’s Board of Directors on opening of savings account and receipt of the amount of deposit in cases when the maximum amount of deposit may exceed 10% of the amount of Bank’s stock[[3]](#footnote-2).

**Documents, required to open the bank account,
submitted by the Client**

**1) for resident entities of the Republic of Kazakhstan and their affiliates and representative offices, non-resident entities of the Republic of Kazakhstan, implementing their activity in the Republic of Kazakhstan via the affiliate, representative office:**

* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* copy of the proof(s) of identity of the person (persons), authorized to sign the payment instruments when conducting transactions, connected with the management of the client’s bank account (management of money in bank account) in accordance with the specimen signature form;
* for the affiliates and representative offices of public or religious associations – documents, confirming the powers of the head of the affiliate or representative office of public or religious association, selected (appointed) as set forth in the charter of the public or religious association and regulation on its affiliate or representative office;
* for the affiliates and representative offices of other legal entity forms – copy of the power of attorney, issued by the legal entity to the head of affiliate or representative office;
* for the publicly funded government institutions – permission of the state authority, performing management in the area of ensuring return of duties and payments to the revenue in accordance with the order of the Minister of finance of the Republic of Kazakhstan dated December 4, 2014 no. 540 “On approval of the Rules of budget execution and its cash servicing”;
* at the opening of a current account to credit investment costs – a financing contract for the assignment of a monetary claim, a concession contract and (or) a public-private partnership contract.

**2) for the individual entrepreneurs, private notaries, private court bailiffs, lawyers and professional mediators:**

* proof of identity;
* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* for private notaries – copy of the license to notarial activities or copy of electronic license, obtained via “Е-licensing” national database;
* for the lawyers – copy of the license to practice law or copy of electronic license, obtained via “Е-licensing” national database;
* for private court bailiffs – copy of the license to activity on execution of enforcement documents or copy of electronic license, obtained via “Е-licensing” national database;
* for professional mediators – copy of certificate, confirming completion of training for mediators;
* at the opening of a current account to credit investment costs – a financing contract for the assignment of a monetary claim, a concession contract and (or) a public-private partnership contract.

**3) for non-resident entities of the Republic of Kazakhstan:**

* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* original or notarized copy of the abstract from the trade register or another document of similar nature, containing information on authority that registered the non-resident entity, registration number, date and place of registration, with notarized translation to Kazakh or Russian language, or, when required, legalized or apostilled;
* copy of the proof(s) of identity of the person (persons), authorized to sign the payment instruments when conducting transactions, connected with the management of the client’s bank account (management of money in bank account) in accordance with the specimen signature form;
* at the opening of a current account to credit investment costs – a financing contract for the assignment of a monetary claim, a concession contract and (or) a public-private partnership contract.

**4) for peasant households (farms):**

* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* copy of the proof(s) of identity of the person (persons), authorized to sign the payment instruments when conducting transactions, connected with the management of the client’s bank account (management of money in bank account) in accordance with the specimen signature form.

**5) for foreign diplomatic and consular missions:**

* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* copy of the proof(s) of identity of the person (persons), authorized to sign the payment instruments when conducting transactions, connected with the management of the client’s bank account (management of money in bank account) in accordance with the specimen signature form;
* copy of the note of confirmation of registration of the diplomatic and consular mission.

**6) to open notarial deposit:**

* proof of identity;
* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* copy of the license to notarial activities or copy of electronic license, obtained via “Е-licensing” national database;
* certificate of territorial notary chamber of relevant notarial district, confirming the membership of the notary in the territorial notary chamber.

**7) to open temporary savings account:**

* application for temporary savings account opening;
* copy of the minutes of founding parties of the legal entity, being incorporated, on appointment of an individual, authorized to open and close the temporary savings account;
* proof of identity of the individual, authorized to open and close the temporary savings account;
* specimen signature form, executed in accordance with the laws and regulations of the Republic of Kazakhstan and internal documents of the Bank;
* copy of the proof(s) of identity of the person (persons), authorized to sign the payment instruments when conducting transactions, connected with the management of the temporary savings account in accordance with the specimen signature form.
1. Depending on the types of accounts being opened and legal personality of the client, the Bank is allowed to request additional documents, if it is stipulated by the Anti-money laundering law and internal documents of the Bank, including the documents and data, required for adequate verification of clients (and their representatives) and beneficiaries, as well as for comprehensive inspection and monitoring of the client, aimed at identification of the clients, detection of US tax resident [↑](#endnote-ref-1)
2. In case of opening of saving account only, this statement of accession is not required. [↑](#footnote-ref-1)
3. In case of conclusion of Bank deposit contract. [↑](#footnote-ref-2)