

Annex 4-3  
to the Rules for opening, maintenance, and closing of bank accounts of legal entities and their branches and representative offices, foreign diplomatic and consular representations, individual entrepreneurs, peasant (farm) enterprises, private notaries, private bailiffs, attorneys and professional mediators with Subsidiary JSC VTB Bank (Kazakhstan)

## **List of documents**

### **required for remote opening of a current account through the electronic government website eGov.kz and customer due diligence**

#### **Forms of documents to be filled out/executed by the Customer before account opening:**

- Application for accession to the current account opening Contract (on the form of the Bank)

#### **Documents required to be submitted to the Bank after account opening at the first visit to the Bank office:**

- FATCA questionnaire (on the form of the Bank);
- Copy of the identity document of the Customer's Chief Executive Officer (branch or representative office);
- Copies of the foundation documents and (or) extracts from the register of securities holders;
- Certificate or copy of the certificate of state registration/re-registration of the legal entity. If the customer's physical address is different from the place of registration, a document certifying the location address;
- Certificate of record registration of the branch (representative office) of the legal entity, certifying the fact of the completion of record registration (re-registration) (for branches and representative offices of legal entities);
- Document confirming the authority of persons to sign documents, to carry out account transactions (orders of appointments, copies of minutes, decisions of the authorized body of the legal entity, powers of attorney to sign, if necessary);
- Copies of the document(s) certifying the identity of the individuals who are members of the supreme body, the beneficial owner(s) who directly or indirectly own more than 25% of the participatory interest in the authorized capital;
- If the founder is a non-resident legal entity, a copy of an extract from the trade register or another document of a similar nature containing information on the body that registered the non-resident legal entity, registration number, date, and place of registration, in the prescribed manner.

If the activity to be carried out is a licensed one, it is necessary to provide licenses, permits.

#### **In addition**

**for resident legal entities of the Republic of Kazakhstan and their branches and representative offices, non-resident legal entities of the Republic of Kazakhstan operating in the Republic of Kazakhstan through a branch, representative office:**

- for the branches and representative offices of public or religious associations – documents confirming authorities of the head of the branch or representative office of a

public or religious association, elected (appointed) in the manner prescribed by the charter of the public or religious association and the regulations on its branch or representative office;

- for the branches and representative offices of other organizational and legal forms of legal entities – a copy of power of attorney issued by the legal entity to the head of the branch or representative office;
- for the state institutions financed from the state budget – permission of the state body exercising management in the sphere of ensuring receipt of taxes and payments to the budget according to 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 implementation and its cash servicing";

**In addition**

**for non-resident legal entities of the Republic of Kazakhstan:**

- original or notarized copy of the extract from the trade register or other document of similar nature containing information on the body that registered the non-resident legal entity, registration number, date, and place of registration, with notarized translation into Kazakh or Russian language, and, if necessary, legalized or apostilled;

**In addition**

**for foreign diplomatic and consular missions:**

- copy of the note confirming the registration of the diplomatic and consular mission.