



### **List of the documents of issue of secured guarantees**

- 1) Application for rendering the guarantee signed by the Customer and registered by the Bank's Registry Office under a form prescribed by the Bank (Annex 1.1 to these Regulations);
- 2) Copy of the commercial contract/loan agreement within the frameworks of which the guarantee is being issued (in all cases except for issue of tender/post-tender guarantee), copy of the tender documentation, or in case of big volume – a part of the tender documentation containing information about the tender and lots name (when issuing the tender guarantee) or copy of the state procurement contract (when issuing the post-tender guarantee);
- 3) Resolution of a Customer's (legal entity's) authorized body on receipt of guarantee and rendering security thereon;

*Note: An authorized body is a director, sole founder (shareholder), board of the directors, meeting of the members (shareholders) and etc. in accordance with the foundation documents of the principal, powers of attorney and etc. Passing a framework resolution by the authorized body for issue of the financial instruments (including for issue of secured guarantees, tender guarantees and secured letters of credit) is permitted.*

- 4) Copy of a document certifying the status of the legal entity – non-resident issued by the authorized body of the applicant's state (if it is non-resident of the RK);
- 5) Copy of a document certifying the identity of a Customer – individual checked with the original of this document with the corresponding note thereof;
- 6) Resolution of the authorized body/person of the Bank on approval of the guarantee issue;
- 7) Certificate of documents availability issued by the operation subdivision under the form of the Annex 4 to the Regulations for documentary transactions and bank guarantees service in VTB Bank (Kazakhstan) Joint Stock Company Subsidiary Organization.