

**List of documents requested from the applicant for provision of blank tender
guarantee/documentary line:**

Documents for juridical entities pertained by Bank to a category of corporative business:

1. Original of application on opening of documentary line signed by an applicant and registered in subdivision of bank which implements registration of incoming documentation and/or an application on provision of bank guarantee with notification of necessary properties (bank and address of competition organizer – beneficiary, sort of product or service, terms and size of guarantee, size of commission fee);
2. Original decision of authorized body of an applicant for guarantee receipt/ opening of documentary line;
3. Notary registered copies of constituent documents, roll of shareholders who possess 10 or more than 10 percent of simple shares of an applicant revealing all the information about owners of part in authorized capital of an applicant who possess 10 or more than 10 percent of simple shares (market share) to the last owners of simple shares (market share) in authorized capital of an applicant *;
4. Copy of competitive application, competitive documentation, notification about tender conduction;
5. Original of writing consents of an applicant on provision of information about him to loan office and on issue of credit report;
6. Original of certificate about absence (presence) at an applicant – juridical entity of tax arrears, arrears on obligatory pension inpayments and social assignments and (or) act of verification issued by bodies of tax administration which confirms the absence (presence) of at an applicant – juridical entity of tax arrears and other obligatory payments to budget before consideration date of application on receipt of guarantee by Bank (not more than 30 days from the moment of certificate issuance before date of its granting);
7. Copy of financial statement of an applicant for the last quarter and last accounting year with appendix to financial statement for the last accounting year of copy of tax statement and/or placed information on websites which allows to make the analysis about financial condition of an applicant;
8. 1030 account card “Settlement account” (for the last 6 (six) months, or in case of pronounced seasonality of business – for the last 12 (twelve) months);
9. Original of certificate (s) of service bank:
 - about turnover, with notification of incoming and out coming of money demand for the beginning and the end of the month, conformably, for the last twelve months;
 - about the absence during 3 (three) previous months of long (during five days) card file account;
 - about the absence of cases of receipt during the last 6 (six) months of large collection requirements of third-parties to account, cases of blocking or arrest of accounts by application of third-parties.

For opening of documentary line documents specified in paragraphs 1-3, 5-9 of Appendix 1 are provided.

For issue of every guarantee within the framework of prescribed documentary line, documents specified in paragraphs 1 and 4 of Appendix 1 are provided.

For one-time issue of guarantee, documents specified in paragraphs 1-9 of Appendix 1 are provided.

Additional documents for juridical entities – non-residents:

10. Copy of document certifying the status of juridical entity – non-resident, given by authorized body of an applicant`s country (in case if an applicant is a non-resident of the Republic of Kazakhstan)*;

Additional documents which are necessary for forming of a dossier:

11. Notary registered card with the specimens of signature and impression of stamp of an applicant , and also a document certified in accordance with the requirements of Bank which confirms authority of a person who is authorized to sign credit and pledge documentation on behalf of an applicant*;
12. Account of loan office.

And also the other documents that are necessary for forming of credit dossier in accordance with legislation of the Republic of Kazakhstan.

*Document may be provided in the form of the copy certified by branch teller.