

LIST OF DOCUMENTS FOR OPENING A CURRENT ACCOUNT FOR A LEGAL ENTITY–RESIDENT

1. **Application for opening of a current account**, signed by the head of the legal entity or other person, authorized for this (a template of the document is provided by the Bank).

2. **Questionnaire** of a legal entity (a template of the document is provided by the Bank).

3. **A scheme of the ownership structure** that illustrates the structure and allows finding out all existing beneficiary owners. Documents, allowing to find out “real” owners (trust declarations, declarations of trust, Powers of Attorney, affidavit statements etc.), if they are available.

4. **Card with samples of signatures**, notarized or certified by the organization, to which the Client is administratively subordinate, according to the established procedure. The card contains samples of signatures of persons, who, according to legislation of Ukraine and constituent documents of the legal entity, have the right to dispose of the account and the right to sign settlement documents and a sample of the seal impression (if available).

5. **Data from the Unified State Registry of Legal Entities and Private Entrepreneurs**, formed via the official Web-site of the Ministry of Justice of Ukraine (printed out by the employee in charge of identification at the moment of identification; the Bank received the constituent documents of the legal entity by means of their search by the access code, provided/entered by a representative of the legal entity).¹

6. **The persons who have the right of the first and the second signatures, shall submit personally:**

6.1. a passport of the citizen of Ukraine (or other document, certifying the identity that according to legislation of Ukraine, can be used on the territory of Ukraine for conclusion of legal deals) (copies of relevant pages of the passport are certified by signatures of the authorized employee of the Bank and of the individual - owner of the document).

6.2. **A document issued by a relevant control authority, certifying registration of the individual in the State Individual Taxpayers’ Registry** (copies of the document are certified by signatures of the authorized employee of the Bank and of the individual – owner of the document). The documents are submitted by individuals – residents (for a non-resident – if available). Individual, whose passport contains an inscription, made by relevant control authorities, on the right to carry out any payment with use of series and number of the passport, or whose passport contains data on registration number of taxpayer’s identification card, or data on the registration number of the taxpayer’s identification card, entered by territorial structural units of the State Migration Service of Ukraine /an inscription on refusal to receive a taxpayer’s identification card number on an electronic contactless media, or in whose passport the inscription “refusal” was made, shall not submit this document.

7. **Copies of documents confirming powers of persons who have the right of the first and of the second signatures**, certified by a signature of the head of the legal entity and by a seal impression of the legal entity (if available) (order/ Power of Attorney/Minutes etc.). Individuals – non-residents additionally provide a document containing a confirmation regarding data on the place of residence or a place of temporary residence of the individual in Ukraine.

8. **Constituting and registration documents of the legal entity:**

8.1. **A copy of a properly registered constituting document** (Articles of Association/ Constituting Agreement/ Constituting Act /Regulation) (legal entities of public law acting on the basis of laws, shall not submit the constituting document). Legal persons, whose constituent documents are published on the electronic services portal, do not provide the constituent document in paper form. Legal persons of public law acting on the basis of laws do not submit a constituent document.

8.2. If the legal entity is created and/or acts **on the basis of a standard Articles of Association**, approved by the Cabinet of Ministers of Ukraine, instead of a copy of the document, indicated in item 8.1, it shall submit a copy of the decision on its establishment or on carrying out of activity on the basis of a standard Articles of Association, signed by all founders and notarized or certified by an authorized employee of the Bank, provided that the original is available. The Decision should contain data on its title, location, character and objectives of activity, composition of founders and participants, the amount of authorized capital, the amount of shares of each of the members, the procedure of making by them of contributions, as well as information on activity on the basis of the standard Articles of Association.

¹ In case of absence of data in the extract on Unified State Register of Legal Entities and Individual Entrepreneurs about registration in the State Fiscal Service of Ukraine, it is necessary to submit additionally a copy of document confirming registration of the legal entity by an authority of the State Fiscal Service (form No.4-ОПП), certified by the authority that issued the document, notarized or certified by a signature of an authorized employee of the Bank - if the State registration (last registration action) was taken before the 17.12.2012.

8.3. If the legal entity is a **financial institution**, a copy of the certificate on registration of the financial institution, issued by the State Commission for Financial Services Markets Regulation of Ukraine, certified by a signature of the head of the legal entity and by a seal of the legal entity (if available) or by an authorized employee of the Bank shall be submitted, provided that the original is available.

8.4. If the Client is **payer of the VAT**, a Copy of an extract from the VAT-Payers' Registry, printed out from the source of the Fiscal Service, certified by a signature of the head of the legal entity and by the seal of the legal entity (if available) or certified by the authorized employee of the Bank is submitted, provided that the original is available.

8.5. If the Client is **related to a politically exposed person (PEP)**, documents, confirming sources of the Client's funds, assets and the rights to such assets (sources of incomes) shall be provided additionally. If the final beneficiary owner (controller) of the Client is a public figure, person, close or related to a public figure, it is necessary to provide documents (information), confirming sources of assets, rights to such assets (sources of incomes) of the **individual – final beneficiary owner (controller)**.

8.6. If the legal entity is an assets management company that opens a current account for accounting funds of a joint investment fund, the following documents shall be provided additionally:

- A copy of the license, issued by the National Securities and Stock Markets Commission for management of assets of a joint investment fund, notarized or certified by the asset management company, or certified by an authorized employee of the Bank shall be submitted, provided that the original is available;
- A copy of the Regulation of a joint investment fund with an inscription (stamp) of the National Securities and Stock Markets Commission on its registration with indication of the registration date, that is certified by a seal of the National Securities and Stock Markets Commission and by a signature of the authorized person of the National Securities and Stock Markets Commission, notarized or certified by the assets management company, or by an authorized employee of the Bank shall be submitted, provided the original is available;
- A copy of the Certificate on registration of the joint investment fund in the Single State Joint Investment Funds Registry, issued by the National Securities and Stock Markets Commission, notarized or certified by the assets management company, or certified by an authorized employee of the Bank is submitted, provided the original is available;
- A copy of an agreement with the custodian on servicing of the joint investment fund, notarized or certified by the assets management company, or certified by an authorized employee of the Bank shall be submitted, provided the original is available.

9. Information on the fact that the legal entity does not use hired labor and is not payer of the single social tax shall be obligatory mentioned by the Client in the application on opening of a current account in the item "Additional information".

The above list of documents is not exhaustive and, if necessary, the Bank shall have the right to request the Client to provide documents and/or data, necessary for carrying out identification procedure, according to the requirements of article 64 of Law of Ukraine "On Banks and Banking Activity", of article 9 of Law of Ukraine "On Prevention and Fight Against Money-Laundering, Terrorism Financing and Weapons of Mass Destruction Proliferation Financing", of section V of Resolution of Board of the National Bank of Ukraine "On Approval of Regulation on Carrying out by Banks Financial Monitoring" No.417 dd. 26.06.2015.