

LIST OF DOCUMENTS FOR OPENING A CURRENT ACCOUNT OF TYPE “N” IN THE NATIONAL CURRENCY AND A CURRENT ACCOUNT IN FOREIGN CURRENCY FOR FOREIGN REPRESENTATIVE OFFICES¹

1. **Application for opening of a current account**, signed by an authorized person (a template of the document is provided by the Bank).
2. **Questionnaire** (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. **Persons (person) who open(s) the account shall submit the following:**
 - 4.1. **Passport of the citizen of Ukraine** / national passport of a citizen of another State – for a non-resident (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 shall be certified by signatures of the authorized employee of the Bank and the individual – owner of the document).
 - 4.2. If documents are submitted by **individuals – non-residents**, a document, containing confirmation regarding data on the place of residence or a place of temporary residence of the individual in Ukraine, shall be mandatory submitted.
 - 4.3. **Document, issued by a relevant control authority, certifying registration of the individual in the State Individual Taxpayers’ Registry** (a copy of the document shall be certified by signatures of the authorized employee of the Bank and the individual – owner of the document). The document shall be submitted by individuals – residents. Individuals, whose passport contains an inscription, made by the 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 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.
 - 4.4. **Copies of documents, confirming powers** of persons, who have the right to dispose of the account and sign settlement documents, certified by the foreign representative office and legalized in the established procedure, unless otherwise provided by law or an international treaty of Ukraine. Copies of these documents must be notarized.
5. **For opening of an account for an official representative office:**
 - 5.1. **Copy of the certificate of the Ministry of Foreign Affairs of Ukraine on accreditation of the representative office** on the territory of Ukraine, certified by the Ministry of Foreign Affairs of Ukraine or notarized, or certified by the authorized employee of the Bank, provided that the original is available.
 - 5.2. If the representative office uses wage labour and according to the laws of Ukraine is a payer of the unified social tax, a copy of a document, which confirms registration in a Pension Fund of Ukraine authority, certified by the issuing authority, or notarized, or certified by the authorized employee of the Bank shall be submitted additionally, provided that the original is available. Information that the official representative office does not use wage labour and is not a payer of the unified social tax, shall be mandatory indicated by the client in the application on opening of a foreign account in line “Additional information”.
 - 5.3. **Card with signatures samples**, certified by the Ministry of Foreign Affairs of Ukraine or notarized.
6. **For opening of an account for a representative office of the legal entity – non-resident:**

¹ Is applied to the following types of foreign representative offices:

- official representative office;
- representative offices of legal entities – non-residents, which do not carry our business activities on the territory of Ukraine (hereinafter referred to as “a representative office of legal entities – non-residents”);
- representative offices of foreign banks;
- organizations and institutions (groups programs or projects management), which, according to current international treaties of Ukraine and legislation of Ukraine, are involved in implementation of programs or projects of the international assistance or international technical assistance.

6.1. **Copy of the extract from the trade, banking or court registry**, legalized and certified by affixing an apostille, or a certificate of a local authority of the foreign State about registration of the legal entity – non-resident, which is notarized.

6.2. **A copy of the certificate of registration of the representative office of the legal entity – non-resident by the authorized executive authorities of Ukraine**, notarized or certified by the issuing body, or by the authorized employee of the Bank, provided that the original is available.

6.3. A notarized **copy of the Power of Attorney legalized or certified by affixing an apostille**, for performance of representative functions by a certain in Ukraine.

6.4. If the representative office of the legal entity – non-resident uses **wage labour** and according to legislation of Ukraine is a payer of the unified social tax, a copy of a document, which confirms registration by a Pension Fund of Ukraine authority, certified by the issuing body, or notarized, or certified by the authorized employee of the Bank, shall be submitted additionally, provided that the original is available.

6.5. If the representative office of the legal entity – non-resident according to legislation of Ukraine **has to pay taxes and fees**, a copy of a document, which confirms registration of the representative office by the relevant control authorities, certified by the issuing body, notarized, or certified by the authorized employee of the bank shall be submitted additionally, provided that the original is available.

6.6. Information on the fact that the representative office of the legal entity – non-entity does not use **wage labour** and is not a payer of the unified social tax, shall be mandatory indicated by the client in the application on opening of a current account in line “Additional information”.

6.7. A notarized **card with signatures samples**.

7. For opening of an account for a representative office of a foreign bank:

7.1. A notarized copy of the legalized and certified by affixing an apostille **regulation on the representative office of the foreign bank**.

7.2. A notarized **copy of a legalized or certified by means of affixing an apostille Power of Attorney** for performance by a certain person representative functions in Ukraine.

7.3. If the representative office of the foreign bank uses **wage labour** and according to legislation of Ukraine is a payer of the unified social tax, a copy of a document, which confirms registration by a Pension Fund of Ukraine authority, certified by the issuing body, or notarized, or certified by the authorized employee of the Bank shall be submitted additionally, provided that the original is available.

7.4. If the representative office of the foreign bank according to legislation of Ukraine has to pay taxes and fees, a copy of the document, which confirms registration of the representative office by the relevant control authorities, certified by the issuing body, notarized, or certified by the authorized employee of the bank shall be submitted additionally, provided that the original is available.

7.5. A notarized **card with signatures samples**.

7.6. Information on the fact that the representative office of the foreign bank **does not use wage labour and is not a payer of the unified social tax and/or is not a payer of taxes and fees**, shall be mandatory indicated by the client in the application on opening of a foreign account in line “Additional information”.

8. For opening accounts for implementation of programs and projects of the international technical assistance:

8.1. **A Letter - request** of the organization or institution, authorized by Ukraine for implementation of an international technical agreement.

8.2. A notarized copy of the **Power of Attorney**, legalized or certified by affixing of an apostille, for performance by a certain person of representative functions in Ukraine.

8.3. **A copy of the registration card of the program of project and a copy of the certificate on accreditation of the organization** or institution (management group) – provider of the program or project, which confirms the status of the provider of the program or project, certified by the authorized State authorities of Ukraine.

8.4. A notarized **card with signatures samples**.

9. **For opening of an account for implementation of programs and projects of international assistance according to the international agreements between Ukraine and foreign States on provision of assistance to Ukraine:**
10. **A Letter- request** of the relevant authority, authorized for implementation of the international agreement on behalf of Ukraine.
11. A notarized copy of a **Power of Attorney legalized or certified by affixing an apostille** for performance of representative functions by a certain person in Ukraine.
12. **A copy of a document on accreditation of the organization** or institution (management group) - provider of the program or project, which confirms its status as a provider of the program or project, and a copy of the program or project of the international assistance, certified by the authority, specified by the agreement.
13. A notarized **card with signatures samples**.
14. If the Client is related to a **politically exposed person (PEP)**, documents, which confirm origin of funds of the client, assets and rights to such assets (source of capital) shall be submitted additionally. If the ultimate beneficiary owner (controller) of the Client is a politically exposed person, a person, close or associated to a PEP, documents (information), which confirm origin of assets, rights to such assets (source of capital) of the **individual – final beneficiary owner (controller)** shall be submitted.

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 fulfilment of 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 No.417 of the Board of the National Bank of Ukraine “On Approval of Regulation on Carrying Out by Banks Financial Monitoring” dd. 26.06.2015.