

**Dear Sirs!**

In our Bank you can open an account **in currency of the Russian Federation or in foreign currency.**

**For opening an account in İŞBANK in currency of the Russian Federation or in foreign currency the subsidiary (standalone division) of a legal body that is non-resident of Russian Federation as well as non-resident uncommercial non-government institution acting in the Russian Federation through its subsidiary should provide the following documents:**

**Bank Documents:**

1. Application for opening an account (according to Bank's form) signed by the authorized persons of the Client and certified by his/her seal.
2. Contract of a bank account (according to Bank's form) signed by the authorized persons of the Client and certified by his/her seal – in duplicate.
3. Customer application of legal entity (according to Bank's form) signed by the director or by the authorized person of the Client and certified by his/her seal.
4. Appeal to the Client, signed by an authorized person of the Client.
5. Customer self-certification form to determine tax residency

**Other Documents:**

6. Copies of the documents that confirm legal status of the legal entity according to the legislation of the country where this legal entity registered, in particular, founding documents and the documents confirming State registration as a legal entity.
7. Copy of the regulation on the subdivision (standalone division).
8. Resolution of foundation of standalone division.
9. Copy of the document on Appointment/election of the Head of the Representative of the non-Russian legal entity.
10. Certified copies of the documents of granting the right to sign settlement documents to persons having the right to sign settlement documents noted/specified in bank card.
11. Card with the signatures of the people authorized to maintain this account. (The card should be certified by notary or in İŞBANK).
12. Copies of identity documents of the persons indicated in sample signatures and seal cards<sup>1</sup> or information about the requisites of such documents.
13. Power of Attorney for the person authorized by the Client to submit documents to the Bank and copy of his/her identity paper<sup>2</sup>.
14. License (permission) copy for the right to carry out activities subject to licensing or relevant details posted in open sources of bodies issuing such licenses.
15. In case when a contract on opening an account is set up by a representative of a non-Russian legal entity and in case when the representative maintains the account of the non-Russian legal entity he/she should confirm the rights by Power of Attorney.
16. For foreign citizens and stateless persons, to the copies/information on identity documents is also attached a copy/information on a document confirming the right to stay (residence) on the territory of the Russian Federation, and in case of its absence, a copy/information on their migration card.<sup>2</sup>
17. Scheme of ownership certified by the company (for companies with indirect beneficial ownership).<sup>2</sup>

Documents issued by the competent authorities of foreign countries confirming the status of legal entities - non-residents, as well as their notarized copies are accepted by the Bank on condition of their legalization or without legalization in cases provided for by international treaties of the Russian Federation.

*In compliance with CBR Regulation №499-P dated October 15, 2015 it is necessary to provide:*

**18. One of the following documents<sup>3</sup>:**

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<sup>1</sup> If in accordance with the Russian Federation legislation there is no documentation confirming the right of residence of a foreign citizen or stateless person in the Russian Federation (visa, immigration card etc.), notarized translation of the identity paper of a foreign citizen or stateless person should be also provided.

<sup>2</sup> For joint-stock companies, an up-to-date extract from shareholder register is also provided, for limited liability companies -their participant list.

<sup>3</sup> Bank reserves the right to request in addition any of the documents listed above. Legal entities (non-Russian taxpayers), whose period of activity does not exceed 3 months from the date of registration, provide a copy of the balance sheet (if relevant) and an information in written form about the taxation system used by the customer, and also guarantee the provision of information (balance sheet, tax returns, etc.) in a period not exceeding 10 working days following the date of the submission to the relevant authorities. In case of failure to submit the documents in this paragraph may also be submitted the following documents: a copy of the audit report, the financial statements have been prepared taking into account the requirements of the legislation of the country of the legal entity - non-resident.

- 18.1. *Certified by the company copy of annual financial statements (balance sheet, P&L statement);*
- 18.2. *Certified by the company copy of annual (or quarterly) tax statement with tax authority stamp on receipt or without such if provided relevant copy of way bill with list of enclosures (if sent by post) or written dispatch confirmation (if sent by fax or any other electronic form);*
- 18.3. *Certified by the company copy of Annual Report for the last financial year, confirming truth of financial (accounting) statements and compliance rules of procedure to the Russian laws;*
- 18.4. *Report issued by the tax authority on implementation by the taxpayer (payer of fees, tax agent) of the obligation to pay taxes, fees, penalties, fines, , or a copy of such report certified by the company<sup>4</sup>;*
19. *Relevant responses<sup>5</sup> on business reputation of the company from its partners serviced by İŞBANK or other credit institutions where this company had serviced. In the absence of the possibility of obtaining the information, referred Client provides to the Bank business plan.*

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<sup>4</sup> Validity of the statement is not more than 6 months. In the absence of the statement, the Client submits letter of guarantee indicating the period of submitting the statement (no more than two weeks).

<sup>5</sup> The validity of the recall is not more than 6 months.