

## **To open an account for a legal entity the following documents have to be submitted:**

1. **Copies of the Constituent document** certified accordingly (Statute, Foundation Agreement, Constituent Act, provisions).
  - The Constituent document in paper is not submitted by legal entities provided the document is available on electronic services web site. Such legal entities submit a copy of documents specification, which is provided to the state registry.
  - The Constituent document is not submitted by legal entities which are subject of public law and act on the ground of laws.
  - Legal entity which was set and/or acts on the ground of model statute that is affirmed by the Cabinet of Ministers of Ukraine, submits a copy of resolution to set up or carry on business based on model statute signed by all owners.
2. **A signature card** and seal impressions notarized or certified by organization to which the Client is subordinated accordingly. The signature card should include the signatures of persons that according to the Ukrainian legislation or according to the Constituent documents of the legal entity entitled to manage the account and sign accounting documents;
3. **Legal entity ownership structure** (in case of multi-level participation);
4. **Legal entity regulatory body** and their identification data;
5. Documents/information on financial status of the legal entity (balance, reporting form #2) which show range of monthly receipt to the account of the legal entity, amount of profit (loss) for last year, accounts opened with other banks (bank's Sort Code, account number),
6. Copy of the **License** if the legal entity is involved in the activity that requires licensing notarized, or signed by the authorized officer of the bank;
7. Copy of the document confirming the registration the registration of financial institution (for non-bank financial institutions);
8. *Power-of-attorney for receiving statements of accounts, delivering/receiving of settlements and cash documents (where required).*

**Documents for opening of a current account for a legal entity are submitted to the bank in person by individuals vested with the rights of the first and the second signatures. These individuals must present to the authorized officer of the bank the following documents:**

- passport or another substituting document;
- document issued by the state tax authorities body that testifies registration with the State Register of physical individuals - taxpayers;
- documents confirming such persons' authority (minutes, orders).

**In order to follow the requirements of the acting legislation the information on the legal entity owners and ultimate beneficial owners\* is to be delivered according to the following list:**

- 1) If the owner is a natural person who directly or indirectly owns 10% and more of the Statutory capital (fund):

The founder (owner, participant) – natural person submits to the bank in person the passport (or other substituting documents) and the document issued by the state tax authorities body that testifies registration with the State Register of the natural person - taxpayer (the authorized officer makes copies of the document being further certified by the owner's and bank's officer's signatures) **or**

Head of legal entity submits to the bank the copies of passports and documents issued by the state tax authorities body that testifies registration with the State Register of natural persons - taxpayers of the owners-natural persons, certified by the head of the legal entity and the seal impression of the legal entity.

- 2) If the owner is a resident legal entity that directly or indirectly owns 10% and more of the Statutory capital (fund) the copy of Statutory documents of this legal entity certified by the head of the legal entity and the seal impression of the legal entity.

- 3) If the owner is a non-resident legal entity that directly owns 10% and more of the Statutory capital (fund) the copy of a legalized or apostilled extract from commercial, bank or court register or registration certificate issued by the local government body of the foreign state on registration of the non-resident legal entity to which the permanent establishment belongs certified by

the head of the legal entity and the seal of the legal entity is to be submitted to the Bank. If the owner is a non-resident legal entity that indirectly owns 10% and more of the Statutory capital (fund) the legalization and apostilization of the documents are not obligatory (if the documents are in English or German).

4) The identification information on ultimate beneficial owners of the legal entity is to be provided in the Client's questionnaire when opening an account.

\* 'Ultimate beneficial owner (controller) of a legal entity' shall mean a natural person who independent of formal ownership has the possibility to decisively affect the management or business activity of the legal entity directly or via other persons. The effect may consist in realization of possession right or usage of all assets or their significant share, right of decisive influence on formation of structure, voting results and committing juristic acts that enable to define terms of business activity, giving binding orders or fulfilling a function of management body, or having possibility to influence by direct or indirect (via another natural person or legal entity) possession of a 25 % share of a legal entity by a single person and/or together with natural persons and/or legal entities, or the right to vote in a legal entity.

In addition, a person who is an agent, a nominee owner or a mediator in regard to the right can not be a natural person as an ultimate beneficial owner.

---

If the documents submitted by the Client do not enable the Bank to identify the Client to the full extent the Bank is authorized to demand additional documents necessary for the full identification of the Client according to the acting Legislation of Ukraine.

The authorized officer of the bank has the right to certify with his/her signature the copies of the documents that are submitted to the bank to open the accounts only if the client has provided the originals of these documents.