



**РАСЧЕТНАЯ НЕБАНКОВСКАЯ КРЕДИТНАЯ
ОРГАНИЗАЦИЯ «РИБ» (ООО РНКО «РИБ»)**

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Documents for opening a bank account for foreign (non-resident of Russian Federation) legal entity

1. A copy of the decision (protocol) on the establishment of a legal entity.
2. The current edition of incorporation documents with changes and possible amendments.

Extracts from the register should no older than 3 months on the date of submission.

- *Certificate of Incorporation;*
- *Certificate of Shareholders showing the shareholding structure;*
- *Certificate of Directors and a Secretary;*
- *Certificate of Incumbency;*
- *Certificate of a Registered Office address;*
- *Certificate/letter of Good Standing;*
- *Certificate of a Registered Agent (if applicable);*
- *Or other equivalent documents under the laws of the country of origin.*

3. A copy of the license (permit), to carry out activities subject to licensing (if available), or reference/link from the Regulator's website;
4. A copy of the Certificate of tax registration or a document issued by the (home) tax authority in the cases provided for by the legislation of the Russian Federation in order to open a bank account.

Certificate of tax registration on Form 24021M indicating INN foreign organization and CPR (code of reason for company registration)

5. A copy of the document confirming the legal status of a legal entity under the law of country establishment, or a document confirming the state registration of the legal entity.
6. A copy of the decision (minutes, orders) for appointment of the director and chief accountant.
8. Power of attorney to persons possessing a par with the head of the right of first signature (*if the latter authority to dispose of the account is not specified in the Charter*).
9. Copies of passports of the beneficial owners, director (CEO / manager), chief accountant, as well as other persons entitled to dispose of funds in the account, including using remote access to the account. *The beneficial owner is the individual person who directly or indirectly (through third parties) holds more than 25% of stocks (shares) in the equity capital.*
10. Documents confirming the presence of the claimed location of the legal entity, its permanent management body, other body or person authorized to act on behalf of the legal entity without a power of attorney.
11. Reference Letter, made in any form, from Russian or foreign credit institutions.
12. Documents confirming the following information:

- a) the obligation (or lack thereof) of the legal entity to provide at a place of registration or activities of the financial statements of the competent (authorized) public institutions indicating names of public institutions;
- b) to grant (with the appropriate duty) financial report for the last reporting period (state government agencies, which provided a financial report, as well as information about public sources (if any) containing the financial report).

13. The documents on the financial situation (available on the customer's choice of any of the following documents):

A) Data on Customers' rating available online on the sites of the international rating agencies ("Standard & Poors", "Fitch-Ratings" and others) and national rating agencies (possibly representation letter in a free form, signed by an authorized person and certified stamped.

B) If the legal entity - non-resident, is a Russian taxpayer:

- * A copy of the annual financial statements (balance sheet, statement of financial results)
- * Copy of the declaration of income tax (annual), a copy of the VAT return (quarterly) with the documents confirming their sending and receiving the tax authority.
- * A copy of the last audit report (if any);
- * Certificate of execution by the taxpayer (the payer of fees, tax agent) the obligation to pay taxes, fees, fines, penalties issued by the tax authority.

B) In case the legal entity - non-resident, not a Russian taxpayer:

- * A copy of the audited (no - management) annual financial statements;

* Letter confirming the lack of obligation to provide a place of registration or activities of financial reports to the competent state bodies and a copy of the internal documents of the legal entity for the purpose of financial and business records.

14. The form with samples of signatures and/or seal (can be made by a notary or in our office).

15. Application for opening a bank account, fixed form - for each opened account (to be filled by the customer's own).

Documents Required:

Documents in a foreign language must be accompanied by a translation into Russian language certified by a notary.

A document confirming the legal status of a legal person under the law of the country in which it was created, must be legalized. Apostille on the document itself or on a separate sheet attached to the document.

Duly legalized document of a foreign state must be translated into Russian language. In the Russian language is translated as self foreign document and bearing the apostille.