

List of the documents necessary for bank account's opening

Legal resident persons of the Republic of Kazakhstan	
1.	The document with specimen signatures certificated by the authorized person of Bank, or notarized (the latter is presented only at the request of the client).
2.	Copies of documents (decision of the unique founder, decisions of general meeting of founders, the orders and other documents) confirming powers of persons which specimen signatures are included in the document with specimen signatures.
3.	The copy of the identity document(s) of the person(s) authorized to sign payment documents at transactions making connected with Client's current account management (money disposal on the current account) according to the document with specimen signatures.
Separate divisions (branches and representative offices) in addition to the documents listed in points 1-3, it is necessary to provide:	
4.	The documents confirming powers of the head of branch or representation of public or religious consolidation, chosen (appointed) in the order provided by the charter of public or religious consolidation and regulations on its branch or representation (for branches and representations of public and religious associations).
5.	The copy of the power of attorney issued by the legal entity to the head of branch or representation (for branches and representations of other forms of legal entities).
Government-sponsored public institutions in addition to the documents listed in points 1-3, it is necessary to provide:	
6.	Permission of the state body that provides guidance in the field of ensuring revenues of taxes and payments to the budget.
According to the Law of the Republic of Kazakhstan "On counteraction of legitimization of proceeds of crime and financing of terrorism", it is necessary to provide to above-mentioned documents:	
7.	Constituent documents and (or) the statement from the register of security holders.
8.	The permission/license (in case of Client's activities are subject to licensing or performed by means of allowing procedure according to the Law of the Republic of Kazakhstan "On permissions and notifications").
9.	Copies of identity documents of members of executive body, representative of the legal entity.

Legal nonresident persons of the Republic of Kazakhstan	
1.	The document with specimen signatures certificated by the authorized person of Bank or notarized.
2.	The original or notarized copy of the statement from the trade register or other document of similar nature containing information on the body which has registered the legal nonresident person, registration number, date and a place of registration in accordance with the established procedure notarized by the translation on state or Russian and, in case of need, legalized or apostilled according to the legislation of the Republic of Kazakhstan or the international treaty, one of participants of which is the Republic of Kazakhstan.
3.	Copies of documents (decision of the unique founder, decision of general meeting of founders, orders and other documents) confirming powers of persons which specimen

	signatures are included in the document with specimen signatures.
4.	The copy of the document(s) certifying the identity of authorized person(s) to sign payment documents at transactions making connected with Client's current account management (money disposal on the current account) according to the document with specimen signatures.
Separate divisions (branches and representations) in addition to the documents listed in points 1-4, it is necessary to provide:	
5.	The certificate of accounting registration of branch (representation) of the legal entity confirming the fact of passing of record registration (re-registration).
6.	Regulations on the relevant branch or representation on state and (or) Russian language(s) or its notarized copy.
7.	Notarized copy of the power of attorney issued by the legal nonresident person of the Republic of Kazakhstan to the head of branch or representation.
According to the Law of the Republic of Kazakhstan “On counteraction of legitimization of proceeds of crime and financing of terrorism”, it is necessary to provide to above-mentioned documents:	
8.	Documents (decision of the unique participant or minutes (abstract of minutest) of general meeting of founders (participants, shareholders) on election of individual executive body.
9.	The permission/license (in case of Client's activities are subject to licensing or performed by means of allowing procedure according to the Law of the Republic of Kazakhstan “On permissions and notifications”).
10.	Identity documents of members of executive body, legal entity's representative, the copy of a migratory card (in case of representation of foreign passport as identity document of legal entity's representative). ¹
11.	A document issued by an authorized body confirming the fact of passing a state registration (re-registration) of a legal entity.

Individual entrepreneurs, private notaries, private legal executives, lawyers, professional mediators and peasant (farm) resident holdings of the Republic of Kazakhstan	
1.	The document with the specimen signature certificated by the authorized person of Bank or notarized.
2.	Identity document.
3.	For private notaries – the copy of notary license or a copy of the electronic license obtained through the state database "E-licensing". - the letter of notary chamber of the respective district confirming membership of the notary in notarial chamber (when opening a notary deposit);
4.	For lawyers – the copy of lawyer license or a copy of an electronic license obtained through the state database "E-licensing".
5.	For private legal executives – the copy of the license to activities for execution of executive documents, or a copy of the electronic license obtained through the state database "E-licensing".
6.	For professional mediators – the copy of the certificate of mediators training program completion.
7.	For peasant (farm) households - a copy of the document (documents) certifying the identity of the person(s) authorized to sign payment documents when performing transactions related to the current account of the customer (by disposing of money on the current account) in accordance with document with specimen signatures.

¹ The requirement on receipt of data on migratory cards does not extend to citizens of the states which are a part of Eurasian economic union (EEU).

According to the Law of the Republic of Kazakhstan “On anti-money laundering, combating the financing of terrorism”, it is necessary to provide to the above-mentioned documents:

8.	A document issued by an authorized body confirming the fact of passing state registration (a certificate of state registration / a receipt certificate / extract from the state electronic register of permits and notifications);
9.	The license granted to the individual entrepreneur in the order established by the legislation RK for the right of implementation of the activities which are subject to licensing.

The banks under liquidation, the insurance (reinsurance) organizations, their branches, voluntary accumulated pension funds (further – financial organization)

1.	The document with specimen signatures of liquidation commission, the liquidated financial organization certificated by the authorized person of Bank or notarized.
2.	Copy of the identity document(s) of the person(s), authorized to sign the payment documents when making transactions related to the current account of the Customer (by ordering money on the current account) in accordance with the document with specimen signatures.
3.	The copy of a judgment or general shareholder meeting about liquidation of bank, insurance (reinsurance) organization.
4.	Copy of the decision of National Bank of the Republic of Kazakhstan on appointment of liquidation commission.
5.	A copy of the decision of the National Bank of the Republic of Kazakhstan on the deprivation of a license to conduct banking and other transactions or for the right to carry out insurance activities (reinsurance activities).

Foreign diplomatic and consular representations

1.	The document with specimen signatures notarized or certificated by the authorized person of Bank.
2.	The copy of a note on registration confirmation of diplomatic and consular representation.
3.	Copies of documents (orders or other documents) confirming powers of persons which specimen signatures are included in the document with specimen signatures.
4.	The copy of the identity document(s) of the person(s) authorized to sign payment documents at transactions making connected with Client's current account management (money disposal on the current account) according to the document with specimen signatures.