

*Re-approved by
 Management Board Resolution # 02/33/16 as of
 October 19, 2016
 Chairman of the Management Board – General
 Director Artak Hanesyan*

#	Name	Notes
Documents required for POF application review and decision-making		
1.	POF application, including financial program*	
2.	Commercial document serving as a basis for purchase order finance (contract, order, etc.)	
3.	Proof of previous experience of handling similar orders (contracts, invoices, executive reports, etc.)	
Documents required for loan processing and execution of an agreement after POF approval		
1.	Documents required for account opening for non-account holders	
2.	In cases and order specified by charter: decision of authorized body (meeting of shareholders/stockholders/founders and/or board) on applying for loan facilities and pledging assets (collateral, guarantee, etc.)	
3.	Tax clearance certificate	
4.	Bank statements showing account turnover with other banks (for the previous year and current period)	
5.	Agreements on company's activity: rent, exclusive representation, etc. (if any)	
6.	Financial statements for the last reporting period according to the forms approved by the Republic of Armenia Ministry of Finance and Economy, certified the Tax Inspectorate: <ul style="list-style-type: none"> <input type="checkbox"/> for the most recent reporting year (for those submitting balance sheet and income statement) <input type="checkbox"/> for the most recent reporting quarter (for payers of fixed tax and/or simplified tax) 	
7.	Reference on registered shareholders/participants/founders, director and the latest amendments to the charter <ul style="list-style-type: none"> <input type="checkbox"/> for LLC: issued by the state registry <input type="checkbox"/> for stock companies and legal entities of other legal forms: issued by the state depository, or by the state registry if the information refers to the director and the latest amendments to the charter 	
Documents to be submitted during the POF processing		
1.	Supply contracts, orders, invoices and other documents that show expenses under the finance program and are required to perform the order	

* If the space in the loan application is insufficient, please to embrace the whole information, provide required information on separate sheets.