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	List of documents required for client account opening prior to bank account opening	Edition 4	

1. List of documents required for account opening by individuals

1.1. ID

For RA resident clients the following is acceptable – passport (including biometric passport), ID card, military ID, temporary ID issued by the Police of the Republic of Armenia; for adolescents under 16 – birth certificate; for asylum seekers – personal ID; for refugees – convention travel document; for foreign citizens and the stateless – passport of foreign state, internationally acceptable ID, special passport of the Republic of Armenia, certificate of residence/status

1.2. PPS number or statement on absence of PPS number¹, issued by the authority responsible for maintenance of state registry of population, except where ID card is available

2. List of documents required for account opening by resident legal entities²

2.1. Charter

2.2. State registration certificate

2.3. Document certifying the taxpayer's identification number (TIN) (not required if TIN is specified in the state registration certificate)

2.4. Order(s) or resolution(s) on appointment of the company representative(s) authorized to execute transactions through the account, unless the representative's position is clearly indicated in the insert of the state registration certificate or in the company's charter

2.5. Personal identification document of the representative(s) authorized to execute transactions through the account

2.6. Information on shareholders, participants (if not available in the charter)

2.7. Imprint of the company's seal

2.8. Other documents, including copies of the personal identification documents of holders of 10% or more equity interest if individuals, and charter, certificate of taxpayer's identification number (not required if TIN is indicated in state registration certificate) and state registration certificate if legal entities

3. List of documents required for account opening by non-resident legal entities³

3.1. Charter

3.2. State registration certificate

3.3. Certificate of incorporation/registration (if different from the certificate specified in clause 3.2)

3.4. Resolution of the registering authority or founders on appointment of the director


3.5. Statement or reference from the shareholder register

3.6. Any other decision (if available) pertaining to the structure and/or ownership of the company

¹ Until completion of the social card substitution process social cards will be acceptable instead of PPS number or statement on absence of PPS number.

² Original copies of documents are required. The documents are photocopied by the bank employee and the imprint of the seal is taken in the presence of the client manager.

³ Documents should be apostilled (except for companies registered in CIS countries), while their translations should be notarized. No translation is required if the documents are in English or Russian.

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- 3.7. Directors and shareholders certificate issued by the registration agent or certificate of good standing with information on the directors/secretaries/shareholders, apostilled
- 3.8. Power of attorney or resolution of respective executive body on appointment of authorized signatories (if the signatory is different from the authorized persons specified in the founding documents)
- 3.9. Copies of personal identification documents of authorized signatories
- 3.10. Other documents, including personal identification documents of holders of 10% or more equity interest if individuals, charter (if any) and incorporation certificate if legal entities

4. List of documents required for account opening by private entrepreneurs⁴

- 4.1. State registration certificate
- 4.2. Personal identification document
- 4.3. Document certifying the taxpayer's identification number (TIN) (not required if TIN is specified in the state registration certificate)
- 4.4. Imprint of seal (if any)

5. List of documents required for temporary account opening⁵

- 5.1. Decision of the state authorities on registration of the name
- 5.2. Founder's personal identification document

6. List of documents required for insolvency account opening

- 6.1. Court insolvency order
- 6.2. Court decision on appointment of liquidator

⁴ Original documents are required, except for the imprint of the seal. The documents are photocopied by the bank employee.

⁵ Original documents are required. The documents are photocopied by the bank employee.