Approved by the Order of acting CEO No.065-ОД dated December 21, 2017 of "Al Hilal" Islamic Bank" JSC

DOCUMENTS REQUIRED FOR OPENING OF CURRENT ACCOUNTS – RESIDENTS LEGAL ENTITIES (THEIR BRANCHES AND REPRESENTATIVE OFFICES):

- 1. A New Customer form and an application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts and sealed (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Document with specimen of signatures and impressed corporate stamp in two copies (*on the form provided by Bank, original*). The authenticity of the signatures of the persons listed in the document with specimen of signatures and impressed corporate stamp should be confirmed by the authorized person of the Bank, in front of all persons included in the document with specimen of signatures and impressed corporate stamp. At the customer's request a notarized document with specimen of signatures and impressed corporate stamp without additional confirmation of the authenticity of signatures and seal by the authorized person of the Bank can be provided. In case of absence of a seal, a client need to give an explanation letter stating that the legal entity do not have seal at all;
- **3.** State Registration Certificate or Information on state registration of legal entities (reregistration) (for legal entity: original or notarized copy, in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- **4.** State Registration Certificate or Information on state registration of the branch (representative) of the legal entities (for branch/representative): original or notarized copy, in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- **5.** Charter (original or notarized copy; in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- **6.** Constitutional documents and (or) an extract from the register of holders of the securities (for legal entities: original or notarized copy; in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- 7. Regulation on the Branch/representative office (for branch/representative): original or notarized copy, in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- 8. Identification document (-s), confirming the identity of the authorized persons with specimen of signatures and impressed corporate stamp (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **9.** Documents, confirming credentials of the person, (persons), according to document with specimen of signatures and impressed corporate stamp.* (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 10. Documents proving the identity or confirming the fact of the state registration (reregistration) of the founders (participants) of the legal entity (with the exception of the documents of the founders (participants) of joint-stock companies and business partnerships, participants of which are registered by the Single Registrar), as well as documents proving the identity of the beneficiary owners of the legal entity (except for the

cases when the beneficial owner is the founder (participant) of the legal entity and was identified on the basis of an extract from the register of shareholders (participants) (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen"), In case of impossibility to provide the Identification document of the company's founder/beneficial owner the company shall provide an appropriate letter on this matter. In case of impossibility to provide the documents disclosing the company's beneficial owners, the company shall provide an appropriate letter on this matter.

- **11. The document (s) proving the identity (s) of members of the supreme body, management body and executive body or information on the members of these bodies (if any).** The information should include the following: full name, date of birth, place of birth, citizenship, IIN, type of identity document, number, series, date of issue, issuing authority, address of residence (registration) and / or place of stay (state / jurisdiction, postal code, city, street, number of apartment (if any), the person's contact phone number, number and date of the document (the order, minutes of the general meeting, minutes of the board of directors, decision of the sole shareholder (founder) or other similar document), on the basis of which officials have been voted into a body (*a copy certified by the signature of the authorized person of the legal entity*);
- 12. For branches or representative offices of public or religious unions documents confirming credentials of the head of branch or representative office (s) of public or religious union (s), elected (appointed) in order prescribed by the articles of association of public or religious union and statue of its branches or representative offices (for branches and representative offices of public or religious union) (original or notarized copy in Russian and/or state languages, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **13.** For branches and representative offices of other forms of a legal entities the power of attorney issued by the legal entity to the head of the branch or representative office** (original or notarized copy in Russian and/or state languages, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 14. For state bodies, which are financed from state budget Permission of authorized body on execution of the budget (*original*);
- **15.** Permission/Licence (if the client's activities are carried out by licensing or permitting procedures according to legislation of Republic of Kazakhstan) (original or notarized copy in Russian and/or state languages, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **16. FATCA declaration and requirements for legal entities** (*provided by the Bank and filled out by the Customer*) are signed by a person authorized to open accounts with a seal (*if applicable*);
- **17. W8BENE form (Certificate of Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Legal Entities))** (Original; is to be provided in case of YES answer in FATCA Declaration requirements for legal entities))**;
- 18. W9 form (Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements) (Original)***.
- 19. The Bank Account Agreement signed by the Bank and the Customer.

* In the case of delegation of powers as per power of attorney to third party, such power of attorney shall be notarized.

In the case of full delegation of powers, the main power of attorney should be attached.

In the case of partly delegation of powers to one or several parties, the notarized copy of main power of attorney should be attached.

** To be filled in only by NON US person

*** To be filled in only by US person.

DOCUMENTS REQUIRED FOR OPENING OF CURRENT ACCOUNTS – NON-RESIDENTS LEGAL ENTITIES (THEIR BRANCHES AND REPRESENTATIVE OFFICES)

- 1. A New Customer form and an application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts and sealed (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Document with specimen of signatures in two copies, with impressed corporate stamp (if applicable) (*on the form provided by Bank, original*). The authenticity of the signatures of the persons listed in the document with specimen of signatures and impressed corporate stamp should be confirmed by the authorized person of the Bank, in front of all persons included in the document with specimen of signatures and impressed corporate stamp. At the customer's request a notarized document with specimen of signatures and impressed corporate stamp without additional confirmation of the authenticity of signatures and seal by the authorized person of the Bank can be provided. In case of absence of a seal, a client need to give an explanation letter stating that the legal entity do not have seal at all;
- **3.** Document issued by Tax authority, confirming tax registration of non resident as a taxpayer (*copy*);
- 4. Original or notarized copy of extract from trade register or any other similar document, containing information on authority which registered legal entity-non-resident, on registration number, date and place of incorporation, in accordance with the established procedure with certified translation in State and Russian languages*;
- **5.** Charter (original or notarized copy; in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- 6. Constitutional documents and (or) an extract from the register of holders of the securities (for legal entities: original or notarized copy; in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- 7. Identification document (-s), according to document with specimen of signatures and impressed corporate stamp (original or notarized copy, in case if original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 8. The document (s) proving the identity (s) of members of the supreme body, management body and executive body or information on the members of these bodies (if any). The information should include the following: full name, date of birth, place of birth, citizenship, IIN, type of identity document, number, series, date of issue, issuing authority, address of residence (registration) and / or place of stay (state / jurisdiction, postal code, city, street, number of apartment (if any), the person's contact phone number, number and date of the document (the order, minutes of the general meeting, minutes of the board of directors, decision of the sole shareholder (founder) or other similar document), on the basis of which officials have been voted into a body (*a copy certified by the signature of the authorized person of the legal entity*);
- **9.** Documents, confirming credentials of the person, (persons), according to document with specimen of signatures and impressed corporate stamp.** (original or notarized copy, in case if original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **10. State Registration Certificate or Information on state registration of legal entities (reregistration) for branch/representative office:** *original or notarized copy, in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");*

- **11. Statute of the Branch and representative office of legal entity- non-resident** (original or notarized copy in Kazakh and/or Russian languages, in case of original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- **12.** Power of Attorney issued by the non-resident legal entity to the head of the branch or representative office** (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 13. Identification or constitutive documents of a Founder and Beneficial owner, holding 10 % of owner capital of the legal entity (excluding documents of joint stock companies, as well as copy of documents of founders of economic partnership, where maintenance of register of partner of economic partnerships is carried out by professional market maker, having license for maintenance of system of registers of security holders) (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen"). In case of impossibility to provide the Identification document of the company's founder/beneficial owner the company shall provide an appropriate letter on this matter. In case of impossibility to provide the documents disclosing the company's beneficial owners, the company shall provide an appropriate letter on this matter.
- 14. Permission/Licence (if the client's activities are carried out by licensing or permitting procedures) (original or notarized copy in Russian and/or state languages, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **15. FATCA declaration and requirements for legal entities** (*provided by the Bank and filled out by the Customer*) are signed by a person authorized to open accounts with a seal (*if applicable*);
- 16. W8BENE form (Certificate of Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Legal Entities)) (Original) is to be provided in case of YES answer in FATCA Declaration requirements for legal entities))**;
- 17. W9 form (Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements) (Original)****
- 18. The Bank Account Agreement signed by the Bank and the Customer.

* The documents shall be legalized in accordance with legislation of the Republic of Kazakhstan or international treaty, where one of participants is Republic of Kazakhstan. The legalization is not required for following:

- Non-residents of Kazakhstan, whose country of incorporation has signed or joined to the Convention refusing the requirements of legalization of foreign official documents "Hague" October 5th, 1961 (the specified above documents shall be certified by apostilization).
- Non-residents of Kazakhstan, whose country of incorporation has signed Treaty on legal assistance and legal relations on family, civil and criminal cases, in which the Kazakhstan is a party (specified documents shall be notarized).

** In the case of delegation of powers as per power of attorney to third party, such power of attorney shall be notarized.

In the case of full delegation of powers, the main power of attorney should be attached. In the case of partly delegation of powers to one or several parties, the notarized copy of main power of attorney should be attached.

*** To be filled in only by NON US person **** To be filled in only by US person.

DOCUMENTS REQUIRED FOR OPENING OF CURRENT ACCOUNTS RESIDENTS INDIVIDUALS

- An application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- **2. Identification document** (*original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
- **3.** In case if account is opened by individual representative the following will be provided additionally:
 - identification document (*original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
 - document confirming the representative's authority to carry out transactions with money and (or) other assets on behalf of customer, including to sign on documents (*original or notarized copy*) except for the cases when the power of attorney is not required by law (parents or other legal representatives);
 - document with the specimen of signature of the attorney (*in the form provided by the Bank, original*). The authenticity of the specimen is confirmed by the authorized person of the Bank in front of the individual. At the request of the Customer, a notarized document with a signature sample can be provided without additional confirmation of the authenticity of the signature by an authorized person of the Bank.
- 4. Consent of a legal representative of a minor if the account is opened by the minor of fourteen eighteen y.o. (the consent may be indicated by the attorney in the Customer's application for opening a bank account or provided separately) (original, the authorized employee of the Bank shall make a copy from original and put stamp "Original seen");
- 5. The document proving the identity of the legal representative of the minor (original, the authorized officer of the Bank must make a copy of the original and put the seal "Copy is true");
- 6. FATCA Declaration & Requirements form for individuals (Original);
- 7. W8BEN form (Certificate of Foreign Status of Beneficial Owner for Tax Withholding and Reporting (Individuals)) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements for individuals)*;
- 8. W9 form (FATCA Request for US Taxpayer Identification Number and Certification) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements from for individuals)**.
- * To be filled in only by NON US person
- ** To be filled in only by US person.

DOCUMENTS REQUIRED FOR OPENING OF CURRENT ACCOUNTS RESIDENTS INDIVIDUALS AND INDIVIDUAL ENTREPRENEURS, PRIVATE NOTARY, PRIVATE LAW ENFORCEMENT OFFICER, ATTORNEYS AND PROFESSIONAL MADIATORS:

- 1. An application form for opening a bank account (*provided by the Bank and filled out by the Customer*) must be filled out and signed by a person authorized to open accounts and sealed (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Document with specimen of signatures in two copies (*on the form provided by Bank, original*). The authenticity of the signatures should be confirmed by the authorized person of the Bank in front of the Person. At the customer's request a notarized document with specimen of signatures and impressed corporate stamp without additional confirmation of the authenticity of signatures and seal by the authorized person of the Bank can be provided;
- **3.** Identification document (original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 4. Document, confirming the state registration as an individual entrepreneur for individual entrepreneurs who have been registered before 31.12.2017 (for individual entrepreneurs: original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 5. License for private notary /attorney/ private law enforcement officer (sample copy);
- 6. License for the right to engage in notarial activities for a private notary, license for the right to engage in lawyer activity for lawyers, for the right to engage in activities for the execution of enforcement documents for a private law enforcement officer (*copy*);
- 7. The certificate confirming the taking of training program for professional mediators for professional mediators (*sample copy*);
- 8. In case if account is opened by a representative the following documents are to be submitted:
 - identification document (*original, the authorized employee of the Bank shall make copy of original and put stamp "Original seen"*);
 - document confirming the representative's authority to carry out transactions with money and (or) other assets on behalf of customer, including to sign on documents (*original or notarized copy*) except the cases when the power of attorney is not required by law (parents or other legal representatives);
- **9.** W8BEN form (Certificate of Foreign Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Individuals) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements for individuals)*;
- **10. W9 form (FATCA Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements)** (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements from for individuals)**.
- 11. The Bank Account Agreement signed by the Bank and the Customer.
- * To be filled in only by NON US person
- ****** To be filled in only by US person.

DOCUMENTS REQUIRED FOR OPENING CURRENT ACCOUNTS *NON-RESIDENTS INDIVIDUALS

- 1. An application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts (if applicable in case of individual entrepreneur). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. The Bank Account Agreement signed by the Bank and the Customer. (if the Customer is a non-resident individual entrepreneur);
- **3. Identification document** (passport of foreign citizen, identification document for stateless person, residents card for non-residents of Kazakhstan) (*original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
- 4. Document, confirming registration of non resident Customer / his representative as a Taxpayer (original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 5. Document certifying the right of entry, exit and residence of non-resident individual in the territory of the Republic of Kazakhstan unless otherwise is regulated by international agreements ratified by the Republic of Kazakhstan (original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 6. In case if account is opened by individual representative of individual the following documents are to be submitted:
 - identification document (passport of foreign citizen, identification document for stateless person, residents card for non-residents of Kazakhstan) original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
 - document confirming the representative's authority to carry out transactions with money and (or) other assets on behalf of customer, including to sign documents (*original or notarized copy*) except the cases when the power of attorney is not required by law (parents or other legal representatives);
 - document certifying the right of entry, exit and residence of individual non-resident in the territory of the Republic of Kazakhstan unless otherwise is regulated by international agreements ratified by the Republic of Kazakhstan (*original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
 - Document with specimen of signatures (*on the form provided by the Bank, original*). The authenticity of the signature should be confirmed by the authorized person of the Bank, in front of the person. At the customer's request a notarized document with specimen of signature without additional confirmation of the authenticity of signature by the authorized person of the Bank can be provided.
- 7. W8BEN form (Certificate of Foreign Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Individuals) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements for individuals)*;
- 8. W9 form (Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements from for individuals)**.

* To be filled in only by NON US person

****** To be filled in only by US person.

DOCUMENTS REQUIRED FOR OPENING CURRENT ACCOUNTS NON-RESIDENTS INDIVIDUAL ENTREPRENEURS:

- **1.** An application form for opening a bank account (provided by the Bank and filled out by the *Customer*) must be filled out and signed by a person authorized to open accounts and sealed (*if applicable in case of individual entrepreneur*). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Identification document (passport of foreign citizen, identification document for stateless person, residents card for non-residents of Kazakhstan) (*original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
- **3.** Document, confirming registration of non resident Customer / his representative as a Taxpayer (original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 4. Document, confirming the state registration as an individual entrepreneur for individual entrepreneurs who have been registered before 31.12.2017 (for individual entrepreneurs: original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 5. Document certifying registration issued by authorized bodies of the Republic of Kazakhstan for right of entry, exit and residence of non-resident individual in the territory of the Republic of Kazakhstan unless otherwise is regulated by international agreements ratified by the Republic of Kazakhstan (original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 6. In case if account is opened by individual representative of individual the following documents are to be submitted:
 - identification document (passport of foreign citizen, identification document for stateless person, residents card for non-residents of Kazakhstan) original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
 - document confirming the representative's authority to carry out transactions with money and (or) other assets on behalf of customer, including to sign documents (*original or notarized copy*) except the cases when the power of attorney is not required by law (parents or other legal representatives);
 - document certifying the right of entry, exit and residence of individual non-resident in the territory of the Republic of Kazakhstan unless otherwise is regulated by international agreements ratified by the Republic of Kazakhstan (*original or notarized copy, in case of original, the authorized employee of the Bank shall make copy from original and put stamp "Original seen"*);
 - Document with specimen of signatures (*on the form provided by the Bank, original*). The authenticity of the signature should be confirmed by the authorized person of the Bank, in front of the person. At the customer's request a notarized document with specimen of signature without additional confirmation of the authenticity of signature by the authorized person of the Bank can be provided.
- 7. W8BEN form (Certificate of Foreign Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Individuals) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements for individuals)*;
- 8. W9 form (Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements from for individuals)**.
- 9. The authenticity of the signature in the W8BEN form/ the W9 form.

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The Bank has the right to request additional documents in cases provided for by internal procedures and / or legislation

DOCUMENTS REQUIRED FOR OPENING CURRENT ACCOUNTS FOREIGN DIPLOMATIC AND CONSULAR REPRESENTATIVE OFFICES

- 1. A New Customer form and an application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts and sealed (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Document with specimen of signatures and impressed corporate stamp in two copies (*on the form provided by Bank, original*). The authenticity of the signatures of the person should be confirmed by the authorized person of the Bank, with the personal presence. At the customer's request a notarized document with specimen of signatures without additional confirmation of the authenticity of signature by the authorized person of the Bank can be provided;
- **3.** Note, confirming the accreditation of the foreign diplomatic and consular representative offices (*copy*);
- **4.** Document, issued by Tax authority, confirming registration of non resident as a taxpayer *(copy);*
- 5. Identification document(-s), based on document with specimen of signatures and impressed corporate stamp (simple copy certified with the corporate stamp);
- 6. Documents confirming credentials of the person (s) according to document with specimen of signatures and impressed corporate stamp (simple copy certified with the corporate stamp);

DOCUMENTS REQUIRED FOR OPENING CURRENT ACCOUNTS PEASANT HOLDINGS (FARMS):

- 1. A New Customer form and an application form for opening a bank account (provided by the Bank and filled out by the Customer) must be filled out and signed by a person authorized to open accounts and sealed (if applicable). A separate application form for opening a bank account is to be filled out for each opened current account;
- 2. Document with specimen of signatures and impressed corporate stamp in two copies, (*on the form provided by Bank, original*). The authenticity of the signatures of the persons listed in the document with specimen of signatures and impressed corporate stamp should be confirmed by the authorized person of the Bank, with the personal presence of all persons included in the document with specimen of signatures and impressed corporate stamp. At the customer's request can be granted a notarized document with specimen of signatures and impressed corporate stamp without additional confirmation of the authenticity of signatures and seal by the authorized person of the Bank. In case of absence of a seal, the Customer need to provide an explanation letter stating that the legal entity does not have seal at all;
- **3. Document or reference as per prescribed format issued by authorized body, confirming state registration (re-registration)** (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 4. Identification document(-s), based on document with specimen of signatures and impressed corporate stamp (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- **5.** Documents confirming credentials of the person (s) according to document with specimen of signatures and impressed corporate stamp (original or notarized copy, in case of original the authorized employee of the Bank shall make copy from original and put stamp "Original seen");
- 6. W8BEN form (Certificate of Foreign Status of Beneficial Owner for Tax Withholding and Reporting in accordance with FATCA requirements (Individuals) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements for individuals)*;
- 7. W9 form (Request for US Taxpayer Identification Number and Certification in accordance with FATCA requirements) (Original; to be provided in case of answer "Yes" in the Declaration and FATCA requirements from for individuals)**.
- 8. The Bank Account Agreement signed by the Bank and the Customer.
- * To be filled in only by NON US person
- ** To be filled in only by US person.