List of Documents Submitted to the Bank to Obtain Financing

The Applicant submits the following documents to the Bank:

1) Together with the Financing Application – documents from sections 1, 2, 3, 5
2) If the Bank approves the project concept – documents from sections 4, 6

№	Document name	Together with the application	After approval of the Concept	After approval of the Project
	1	2	3	4
	I. DOCUMENTS ON THE APPLICANT			
1	Completed Application for financing, signed by the head and certified with the Applicant's seal	- original - in electronic form	--	--
2	Completed Questionnaires of the legal entity and of the beneficial owner (PEP questionnaires and, if necessary, of an individual) of the Applicant, signed by the head and certified with the seal	- original - in electronic form	--	--
3	Consent statement authorizing the Bank to obtain information from credit bureaus;	original	--	--
	Documents confirming financial condition			
4	Financial statements of the Applicant for the last three reporting years and for the last quarter of the current year: • Form No. 1. Balance Sheet; • Form No. 2. Income Statement (Profit and Loss Statement); • Form No. 3. Cash Flow Statement; • Form No. 4. Statement of Changes in Equity; • Explanatory notes, trial balance (turnover and balance sheet) and breakdowns to the financial statement forms. • Unified Tax Declaration (UTD).	certified copy	--	--
5	Certificate from the tax authorities of the Kyrgyz Republic on the absence/presence of the Applicant's arrears to the budget in tax and insurance contribution payments	--	original	--
6	Balance sheet certificate on the book value of assets of a joint-stock company (JSC)	--	certified with the	as of the date the

	(for JSCs only);		seal and signature of the head of the executive body and the chief accountant of the joint-stock company	authorized management body of the JSC decides to enter into transactions with the Bank (loan, pledge, surety) – certified with the seal and signature of the head of the executive body and the chief accountant of the joint-stock company
	Constituent and permitting documents of the legal entity:			
7	Constituent documents (founding agreement, charter, regulations, etc.)	copies	certified copy	--
8	Certificate of state registration/re-registration of the Applicant with the bodies of the Ministry of Justice of the Kyrgyz Republic	copy	certified copy	--
9	Payer notification issued by the bodies of the Social Fund of the Kyrgyz Republic (if available);	--	certified copy	--
10	Applicant's licenses and annexes thereto, if the Applicant's activity is subject to licensing	copies	certified copy	--
11	Documents confirming that the counterparty is located at its legal address: a copy of the lease agreement or of the certificate of title to the property	--	certified copy	--
12	Agreement with the managing organization/manager (if management has been transferred to a managing organization/manager).	--	certified copy	--
13	**Documents that, in accordance with the charter, confirm the appointment and powers of the members of the management bodies of the legal entity:**			
	a) For limited liability companies:			
	• *Minutes of the general meeting of participants/decision of the sole participant on the election/appointment of the head of the company.*	--	-original, or -certified copy	--
	b) For joint-stock companies (JSC):			
	• *Minutes of the general meeting of shareholders of the JSC on the election of the Board of Directors;*	--	-original, or -extract, or -certified copy	--

	• *Minutes of the counting commission on the voting results at the general meeting of shareholders of the JSC on the election of the Board of Directors;*	--	-original, or -extract, or -copy certified by the independent registrar of the JSC	--
	• *Decision (minutes, resolution, etc.) of the Board of Directors of the JSC on the election of the collegial executive body/sole head of the JSC;*	--	-original, or -extract, or -certified copy	--
	• *Extract from the JSC shareholder register on the composition of shareholders holding 5% or more of the shares.*	--	-original	--
	c) For legal entities of other organizational and legal forms:			
	• *documents confirming the appointment and powers of the Applicant's officials indicated in the specimen signature card.*	--	-originals, or -extracts, or -certified copies	--
14	Notarized card with specimen signatures and seal impression	--	original	original
15	Document (order, minutes, decision, etc.) on the appointment of the chief accountant and/or other officials with the right of second signature (if the specimen signature card includes an official with the right of second signature);	--	-originals, or -extracts, or -certified copies	--
	II. DOCUMENTS ON THE NEW PROJECT			
16	Business Plan (feasibility study of the Project)	original	--	--
17	Financial model of the Business Plan	in MS Excel format	--	--
18	Letter on goods, works and services to be purchased, with the completed table	original		--
	III. COLLATERAL			
19	Title, title-certifying and technical documents for the proposed collateral	copies	--	--
20	Extract from the Unified State Register of Rights to Immovable Property offered by the Applicant as collateral	copies	--	original
21	Extract from the Unified State Register of Claims on Movable Property offered by the Applicant as collateral	copies	--	original
22	Certificate from the authorized state body on the absence of restrictions/encumbrances on the vehicle, self-propelled machine and equipment offered by the Applicant as collateral (if applicable)	copies	--	original
23	Certificate on change of the legal address or of the identification code of the immovable property unit (if necessary).			
24	Consent of the authorized state body to the pledge (if applicable)	--	--	original
25	If the pledgor is a legal entity, the documents specified in items 7, 8, 9, 10, 13, 14, 15			
	If the pledgor is an individual:			

25	Notarized statement of the pledgor on marital status, if not married;	--	original	--
26	Marriage certificate of the pledgor, if married;	--	copy	--
27	Notarized consent statement for the pledge from the spouse and other persons having rights to the property offered as collateral (if applicable)	--	original	--
	IV. GUARANTORS			
28	Consent statement authorizing the Bank to obtain information from credit bureaus;	original	--	--
	If the Guarantor is a legal entity			
29	Documents specified in items 4-15			
	If the Guarantor is an individual			
30	Notarized statement of the Guarantor on marital status, if not married;	--	original	--
31	Marriage certificate of the Guarantor, if married;	--	copy	--
32	Notarized consent statement for the suretyship from the spouse (if applicable)	--	original	--
	V. PASSPORTS			
33	Of participants, founders, shareholders (over 5%) and beneficial owners of the Applicant	copy		--
34	Of members of the Applicant's management bodies	copy		--
35	Of the head of the Applicant's executive body	copy		--
36	Of the Applicant's chief accountant and/or other officials with the right of second signature (if the specimen signature card includes an official with the right of second signature)	copy		--
37	Of the pledgor, guarantor (if pledgors and guarantors are individuals)	copy		--
38	Of the spouse of the pledgor, guarantor (if pledgors and guarantors are individuals)	copy		--
39	Of participants, founders, shareholders (over 5%), members of management bodies, and the head of the executive body of the pledgor and guarantor (if pledgors and guarantors are legal entities)	copy		--
	VI. DOCUMENTS ON THE TRANSACTION			
40	Documents (certified copies/extracts/originals of minutes, decisions, resolutions, orders, etc.) confirming that the Applicant's authorized management body has adopted decisions: - on the Applicant obtaining a loan, specifying the essential terms of the loan: purpose, amount, term, interest rate; - on securing the Applicant's obligations under the loan, specifying the security for the loan (pledge, surety/guarantee); - on entering into the loan agreement and the necessary agreements on the specified essential terms	--	--	original
41	Documents (certified copies/extracts/originals of minutes, decisions, resolutions,	--	--	original

	orders, etc.) confirming that the authorized management bodies of the pledgor – a legal entity – have adopted decisions: - on the legal entity acting as pledgor for the Applicant's obligations; - on securing the Applicant's obligations under the loan, specifying the essential terms: a) of the loan: purpose, amount, term, interest rate; b) of the pledge: brief description of the pledged property; - on entering into the pledge agreement(s)			
42	Documents (certified copies/extracts/originals of minutes, decisions, resolutions, orders, etc.) confirming that the authorized management bodies of the guarantor/surety – a legal entity – have adopted decisions: - on the legal entity acting as surety/guarantor for the Applicant's obligations; - on securing the Applicant's obligations under the loan, specifying the essential terms of the loan: purpose, amount, term, interest rate; - on entering into the suretyship/guarantee agreement(s)	--	--	original

Note:

*(*1) If notarization of copies of the constituent, registration and other documents of a legal entity is not possible under the legislation of the Kyrgyz Republic, copies of such documents are certified by the legal entity itself.*

*(*2) If necessary, the Bank may request additional documents.*