

How to become an IDBank client

(for individual entrepreneurs with a foreign passport and legal entities with a foreign director or founder)



1. Download the KYC questionnaire with [the link](#). (Scan QR)

2. Fill out the the KYC questionnaire electronic form, sign and scan it.

Please note. Dear customer, please note that all fields to be filled in the questionnaire are obligatory. Please provide as much detailed information as possible.

3. Scan versions of the following documents are required.

1) RA resident legal entity (all founders of which are physical persons, and at least one of them is a foreign citizen physical person) and Individual entrepreneurs with a foreign passport:

- Extract from the RA State Register
- Charter (only for legal entities)
- All passports of the director, founder(s) and beneficial owners: with photo and residential address pages. Residence card of the founder, beneficial owner, if available. For individual entrepreneurs also social card (number of public services)

2) RA resident legal entity (at least one of the founders of which is a resident legal entity of the Republic of Armenia or a non-resident legal entity of the Republic of Armenia). in addition to the documents mentioned in point 1) above, regarding the founder of a legal entity:

- founding documents of all legal entity founders: according to the legislation of the residence/registration country, as well as their owners passports,
- passports of physical persons beneficial owners.

3) RA non-resident legal entity. founding documents according to the legislation of the residence/registration country, as well as their passports and passports of physical persons beneficial owners.

4) For all the above mentioned customers:

- ✓ Contracts signed with partners, including current and new contracts to be signed, if available, contracts signed during previous activities.
- ✓ Contracts for the activity area, ownership certificate, etc
- ✓ Tax reports and bank statements for the last 1 year



4. Send all the required documents in pdf format, as well as the contact person's information to the following e-mail address of the Bank: NonresidentCorp@IDBank.am

5. In the subject of the letter, indicate: "Account/card opening (organization name, Taxpayer registration number)". for example: "Account opening "AAA LLC" 1234567"



6. After sending a package of documents, you will receive a notification that the Bank has received a letter with your request and the letter is under consideration.

If additional documents/data are needed, the Bank employee will contact the contact person mentioned in the application.



7. If the application and required documents are complete, the application will be reviewed by the Bank within 7 banking days.

8. The Bank will inform about the approval or rejection of the application through a response letter.

Please note. Dear customer, please note that when making transfers, additional documents and agreement/approval with the Bank may be required.

9. If the application is approved, you need to visit one of the Bank's branches.

10. To avoid queues you can download the EarlyOne application on Google Play or the App Store and sign up online for a visit to one of the IDBank branches.

11. You can see the branches of the Bank with the [following link](#). For the convenience of servicing corporate clients, there is also a separate service hall at the Bank's Head Office, address: Vardanants 13.



12. A bank employee will also help you install the **IDBusiness mobile** application and online service "Bank client" system, with which you can manage your accounts remotely, make transactions, and also use the many opportunities provided by our digital platform.

(Scan QR)

