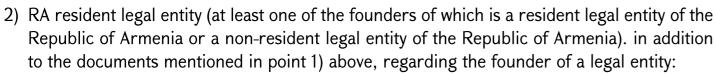
How to become an IDBank client



(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 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)



- 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 <u>following link</u>. 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.



