

LIST OF DOCUMENTS REQUIRED FOR EXAMINING LOAN/GUARANTEE/LETTER OF CREDIT APPLICATIONS OF LEGAL ENTITIES AND INDIVIDUAL ENTREPRENEURS AND ISSUING THE SAME

1. Documents required before the financial analysis:

- 1) For individual entrepreneur as a Borrower/ Pledger/Guarantor:
 - Identity document,
 - Public Service Number or certificate of not having a public services number (applicable only to RA citizens),
 - Extract from the Agency of the State Register of Legal Entities of the Ministry of Justice of the Republic of Armenia on registration (copied).
- 2) For legal entity as a Borrower/Pledger/Guarantor:
 - Identity document of the head of the executive body, participants/shareholders holding 10% or more percent shares,
 - The Charter as amended/edited.
- 3) For a natural person as a pledger:
 - identity document,
 - marriage certificate and/or marriage contract, identity document of the spouse, if the natural person pledger is married and acquired the pledged property after marriage,
- 4) A copy of documents confirming ownership or the rights to lease the place of activities.
- 5) Copies of licenses, certificates and other documents necessary for the implementation of the activities.
- 6) Statements submitted to the State Tax Service for the last year.
- 7) Internal and published financial summary reports about the organization's current Balance Sheet, Income Expenses and financial flows, in a format/template acceptable to the bank in order to get a picture of the analytical period.
- 8) Documents confirming the ownership of assets offered as collateral (immovable and/or movable property and/or vehicle).
- 9) Property valuation report provided by an independent valuation organization cooperating with the bank.
- 10) Copy or draft of the Contract/Tender Invitation, for the execution of which the Bank Guarantee (primary obligation) is necessary, only in case of Bank Guarantees.
- 11) A copy or draft of the contract under the terms of which the issuance of the letter of credit or the preliminary invoice is provided for, only in the case of letters of credit.
- 12) Draft guarantee/letter of credit (if any), only in case of Bank Guarantees and/or Letters of Credit.

2. Documents required after credit application approval:

- 1) For individual entrepreneur as a Borrower/ Pledger/Guarantor:
 - The decision of the competent body on assuming a credit obligation to the Bank or pledging the property/providing a guarantee, and/or
 - Reference on the amount of net/balance sheet assets.
 - Shall be presented if the only participant of the Borrower, Pledger or Guarantor does not act as the head of the executive body of the legal entity, observing the requirements of the RA Law on Joint-Stock Companies, the RA Law on Limited Liability Companies.
- 2) In case of pledging real estate, grounds of origin of ownership right.
- 3) Reference on the limitations of the pledged property by the competent authority.
- 4) Lease agreements in case of pledging real estate (if the certificate contains any notes on restrictions).

3. Documents to be completed using the template provided by the bank

- 1) Loan application.
- 2) Agreement on "Processing personal and other data, collection, use and transfer of information, as well as making inquiries to "ACRA CREDIT REPORTING" CJSC and other competent state and non-state bodies, organizations."

General Provisions

1. The Bank may request additional documents and information from the Client, upon necessity.
2. The Client shall not be required to submit such documents, the information in which may be obtained by the Bank from other information databases available to it (provided that the Client (in the case of individual entrepreneurs) or the Client's authorized person consents to receive and process such information).
3. The bank may request notarized translation of documents submitted in a foreign language.
4. The Bank may at its discretion not require the document(s) that the Client has already submitted to the Bank, and which and as of the date of the transaction they are available in the Bank and are valid.
5. Documents related to the collateral/guarantee are applicable only for loans secured by property/guarantee.

