 Appendix No. 4.2

 To the rules of the customer service department

**“Shinhan Bank Kazakhstan” JSC**

**Informational Checklist defining the list of documents for opening a bank account for individual entrepreneurs-non-residents of the Republic of Kazakhstan**

|  |  |
| --- | --- |
| 1 | Application for opening a bank account (bank form filled in by the applicant) |
| 2 | Document with samples of signatures and seal imprint (no need to affix a seal if there is none) |
| 3 | For individual entrepreneurs subject to mandatory state registration as an individual entrepreneur, private notaries, lawyers, private bailiffs - a document confirming the registration of a client as an individual entrepreneur, private notary, lawyer, private bailiff, issued by the tax service \* |
| 4 | Registration certificate for foreigners and stateless persons in the absence of identity documents of the Republic of Kazakhstan |
| 5 | Identity document \*\* |
| 6 | An individual's questionnaire in the form established by the bank |

\* Individual entrepreneurs who meet one of the following conditions are subject to mandatory state registration:

1) use the labor of employees on a permanent basis;

2) have from entrepreneurial activities the total annual income, calculated in accordance with tax legislation, in an amount exceeding the tax-free amount of the total annual income established for individuals by the legislative acts of the Republic of Kazakhstan, with the exception of the persons specified in paragraph 1).

\*\* Identity documents of foreign citizens and stateless persons permanently residing in the Republic of Kazakhstan are:

- residence permit of a foreigner in the Republic of Kazakhstan;

- certificate of a stateless person;

- refugee certificate;

- documents proving the identity of foreign citizens temporarily staying in the territory of the Republic of Kazakhstan are the passports of the country of citizenship.

Provided originals or notarized copies of documents, or copies of documents with an apostille affixed or in the legalized manner established by international treaties ratified by the Republic of Kazakhstan. The documents must be submitted in the state or Russian language or, in the prescribed manner, notarized with a translation into the state or Russian language.

Depending on the types of accounts to be opened and the legal personality of the client, the Bank has the right to require the provision of additional documents, if this is directly established by the legislation of the Republic of Kazakhstan or the Bank.