

## **LIST OF DOCUMENTS PROVIDED PARTNER BANKS<sup>1</sup>**

### **I. General Documents<sup>2</sup>**

1. Free-form application from a Partner Bank to the Chairman of the IIB Board, obligatorily stating the selected loan product, amount, currency, and duration of the planned transaction, its brief description, a list of proposed collateral, and cost conditions.
  2. AML/CFT questionnaire for Partner Banks in accordance with the form established by the Bank/Partner Bank.
  3. Notarized copies of constitutive documents (Articles/Memorandum of Association).
  4. Copy of the certificate of incorporation or a similar document in accordance with the national laws of a Partner Bank's country of incorporation.
  5. Extract from the Uniform State Register of Juridical Persons or a similar document in accordance with the national laws of a Partner Bank's country of incorporation.
  6. Copy of the license to carry out banking transactions and/or other authorization from competent authorities of a Partner Bank's country of incorporation.
  7. Notarized signature and seal cards for authorized officials or signature book.
  8. Authorized decision to elect the sole executive body of a Partner Bank, an extract from the order to appoint the sole executive body.
  9. Extract from the order to appoint the Chief Accountant.
  10. Published annual reports for the past two fiscal years.
  11. IFRS financial statements and independent auditors' report for the past two fiscal years.
  12. Unaudited IFRS financial statements for the past reporting period (quarterly, semiannual).
  13. Information on key financial indicators (including capital adequacy, liquidity indicators, etc.).
  14. Powers of attorney issued to a Partner Bank's officers signing documents related to a credit transaction (if applicable).
- In the case of Russian Federation residents, the following additional documents are required:
15. Copy of a Taxpayer Identification Number (INN) certificate.
  16. Agreement from the Central Bank of the Russian Federation upon a signature and seal card for the persons having the right of first and second signature.
  17. Reporting prescribed by the Central Bank of the Russian Federation in accordance with forms 101, 102, 134, 135, 115, 118, 157, and 155 as of the last reporting date and as of the end of each quarter for the last 12 months.
  18. Issuer's report as of the last reporting date;
  19. Report on connected persons;
  20. Decision of a Partner Bank's authorized body on a related party transaction (if applicable).

### **II. In the Case of Credit Extended to SMEs**

1. Credit instructions, including criteria established by a Partner Bank for deeming customers to be SMEs, the list of loan products under programs to support SMEs and their brief description.
2. Strategy for filling the SME portfolio, including planned rates and lengths, industry- and country-specific diversification.

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<sup>1</sup> All copies of documents should be certified by an authorized person of a Partner Bank.

<sup>2</sup> In the event of correspondent relations with a bank, no documents are required except for those specified in 1, 2, 5, and 8–14 of Section I.

3. Credit portfolio, including the SME credit portfolio as of annual and semiannual reporting dates for the last two fiscal years (qualitative classification), if necessary.
4. Industry- and country-specific diversification of the SME credit portfolio as of annual and semiannual reporting dates for the last two fiscal years, if necessary.

**III. In the case of the financing of investment projects,** if necessary and at the request of the Bank, the following documents may be provided:

1. Business plan of a project.
2. Investment project analysis made by a Partner Bank.
3. Credit portfolio as of annual and semiannual reporting dates for the last two fiscal years (qualitative classification).
4. Industry- and country-specific diversification of the credit portfolio as of annual and semiannual reporting dates for the last two fiscal years.