

RESOLUTION OF THE BOARD OF THE NATIONAL BANK OF THE REPUBLIC OF BELARUS

No. 640 of December 07, 2012

On approval of the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking

(As amended by Resolutions of the Board of the National Bank:

No. 207 dated April 08, 2013 (National Legal Internet Portal of the Republic of Belarus, April 20, 2013 No. 8/27422);

No. 75 dated February 12, 2014 (National Legal Internet Portal of the Republic of Belarus, February 27, 2014 No. 8/28389);

No. 375 dated June 05, 2014 (National Legal Internet Portal of the Republic of Belarus, June 20, 2014 No. 8/28780);

No. 723 dated November 26, 2014 (National Legal Internet Portal of the Republic of Belarus, December 24, 2014 No. 8/29396);

No. 482 dated August 13, 2015 (National Legal Internet Portal of the Republic of Belarus, September 05, 2015 No. 8/30209);

No. 596 dated November 30, 2016 (National Legal Internet Portal of the Republic of Belarus, December 16, 2016 No. 8/31518);

No. 192 dated April 25, 2018 (National Legal Internet Portal of the Republic of Belarus, May 15, 2018 No. 8/33088);

No. 335 dated July 27, 2018 (National Legal Internet Portal of the Republic of Belarus, August 07, 2018 No. 8/33341);

No.7 dated January 04, 2019 (National Legal Internet Portal of the Republic of Belarus, January 22, 2019 No. 8/33776);

No. 352 dated August 29, 2019) (National Legal Internet Portal of the Republic of Belarus, September 14, 2019 No. 8/34584)

On the grounds of paragraph twenty ninth of Article 26, Part three and paragraph seven of Part five of Article 34, Part one of Article 39, Part ten of Article 75, Part three of Article 77, paragraph two Part one of Article 79, Part two of Article 87, Part four of Article 90, Part one of Article 91, Part one of Article 93, paragraph eight of Part one and paragraph three of Part two of Article 94, Part three of Article 95, Part two of Article 96, Part two of Article 101, Part three of Article 123 of the Banking Code of the Republic of Belarus, the Board of the National Bank of the Republic of Belarus **RESOLVES:**

1. The Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking (enclosed) shall be approved.

- 1¹. The requirement established by paragraph two of Part one of Clause 11 in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking, as approved by the present Resolution, shall not be applicable to shareholders and other bank beneficiary owners which are the organizations and have become the holders of five and more percent of shares of the bank, nonbank financial institution before January 22, 2013.

The requirement established by Part two of Clause 11 of the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking shall not be applicable to shareholders which are organizations and have become the holders of five and more percent of shares of the bank, nonbank financial institution before January 22, 2013, and have conducted their activities no longer than three years prior to the mentioned date. Apart from the requirements mentioned in paragraphs three to seven of Part one of Clause 11 in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking, such shareholders shall get profit in followup of the period of their activities.

2. Before January 1, 2014 the banks shall bring their organizational structure in line with the Law of the Republic of Belarus dated July 13, 2012 “On Making Amendments and Modifications in the Banking Code of the Republic of Belarus” (National Legal Internet Portal of the Republic of Belarus, 21.07.2012, 2/1968) as it pertains to removal, from such structure, of bank branches which are separate subdivisions of the bank.
3. Regulatory legal acts of the National Bank of the Republic of Belarus and their separate structural elements according to the Annex shall be deemed to have lost force.
4. This Resolution shall come into effect since January 22, 2013.

Chairman of the Board

N.A. Ermakova

Annex
to Resolution
of the Board of the National
Bank
of the Republic of Belarus
No.640 dated December 07,
2012

LIST

**of regulatory legal acts of the National Bank of the Republic of Belarus
and their separate structural elements which have ceased to be in force**

1. Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 “On Approval of the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2001, No. 77, 8/6419).
2. Resolution of the Board of the National Bank of the Republic of Belarus No. 339 dated December 27, 2001 “On making additions to the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions”, as approved by Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 (National Register of Legal Acts of the Republic of Belarus, 2002, No. 19, 8/7721).
3. Resolution of the Board of the National Bank of the Republic of Belarus No. 104 dated May 30, 2002 “On making amendments and modifications in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions”, as approved by Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 (National Register of Legal Acts of the Republic of Belarus, 2002, No. 77, 8/8225).
4. Resolution of the Board of the National Bank of the Republic of Belarus No. 52 dated March 20, 2003 “On making amendments and modifications in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions”, as approved by Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 (National

Register of Legal Acts of the Republic of Belarus, 2003, No. 41, 8/9331).

5. Resolution of the Board of the National Bank of the Republic of Belarus No. 193 dated October 30, 2003 “On making amendments and modifications in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2003, No. 134, 8/10259).
6. Resolution of the Board of the National Bank of the Republic of Belarus No. 94 dated June 30, 2005 “On making amendments and modifications in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2005, No. 120, 8/12932).
7. Resolution of the Board of the National Bank of the Republic of Belarus No. 142 dated September 29, 2005 “On making amendments in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2005, No. 171, 8/13274).
8. Resolution of the Board of the National Bank of the Republic of Belarus No. 162 dated November 22, 2005 “On making amendments in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2005, No. 192, 8/13512).
9. Resolution of the Board of the National Bank of the Republic of Belarus No. 186 dated December 29, 2005 “On making amendments and modifications in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions, and on Organization of Operation of the Bank’s Organizational Units which Have no Own Balance Sheets” (National Register of Legal Acts of the Republic of Belarus, 2006, No. 26, 8/13859).
10. Resolution of the Board of Directors of the National Bank of the Republic of Belarus No. 10 dated January 13, 2006 “On making amendments in, invalidation of, certain regulatory and legal acts of the

National Bank of the Republic of Belarus regarding Presentation of Accounts by the Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2006, No. 35, 8/13904).

11. Resolution of the Board of the National Bank of the Republic of Belarus No. 83 dated May 26, 2006 “On making amendments in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2006, No. 87, 8/14503).
12. Resolution of the Board of the National Bank of the Republic of Belarus No. 99 dated July 14, 2006 “On making amendments in the Instruction on the Procedure of the State Registration and Licensing of Banks and Non-Bank Credit and Financial Institutions” (National Register of Legal Acts of the Republic of Belarus, 2006, No. 125, 8/14773).
13. Resolution of the Board of the National Bank of the Republic of Belarus No. 171 dated October 31, 2006 “On making amendments and modifications in Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 (National Register of Legal Acts of the Republic of Belarus, 2006, No. 2, 8/15479).
14. Resolution of the Board of the National Bank of the Republic of Belarus No. 29 dated February 21, 2008 “On making amendments and modifications in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2008, No. 107, 8/18708).
15. Clause 1 of Resolution of the Board of the National Bank of the Republic of Belarus No. 159 dated October 31, 2008 “On making amendments in Resolutions of the Board of the National Bank of the Republic of Belarus No. 175 dated June 28, 2001 and No. 137 dated September 28, 2006 (National Register of Legal Acts of the Republic of Belarus, 2008, No. 302, 8/19875).
16. Clause 1 of Resolution of the Board of the National Bank of the Republic of Belarus No. 172 dated November 13, 2008 “On making amendments and modifications in certain Resolutions of the Board of the National Bank of the Republic of Belarus relating to Banking Supervision and Auditing Activities in the Banking System” (National

Register of Legal Acts of the Republic of Belarus, 2008, No. 301, 8/20031).

17. Resolution of the Board of the National Bank of the Republic of Belarus No. 158 dated September 23, 2009 “On making amendments and modifications in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2009, No. 240, 8/21467).
18. Clause 2 of Resolution of the Board of the National Bank of the Republic of Belarus No. 175 dated May 25, 2010 “On making amendments and modifications in Certain Regulatory Legal Acts of the National Bank of the Republic of Belarus” (National Register of Legal Acts of the Republic of Belarus, 2010, No. 148, 8/22451).
19. Clause 1 of Resolution of the Board of the National Bank of the Republic of Belarus No. 374 dated August 31, 2010 “On making amendments and modifications in Certain Regulatory Legal Acts of the National Bank of the Republic of Belarus” (National Register of Legal Acts of the Republic of Belarus, 2010, No. 225, 8/22777).
20. Resolution of the Board of the National Bank of the Republic of Belarus No. 36 dated February 2, 2011 “On making amendments and modifications in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2011, No. 24, 8/23373).
21. Resolution of the Board of the National Bank of the Republic of Belarus No. 393 dated September 23, 2011 “On making amendments and modifications in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2011, No. 114, 8/24237).
22. Resolution of the Board of the National Bank of the Republic of Belarus No. 537 dated November 24, 2011 “On making amendments and modifications in the Instruction on the State Registration of Banks and Non-Bank Credit and Financial Institutions and Licensing of Banking” (National Register of Legal Acts of the Republic of Belarus, 2011, No. 141, 8/24514).

23. Clause 1 of Resolution of the Board of the National Bank of the Republic of Belarus No. 285 dated June 11, 2012 “On making amendments and modifications in Certain Resolutions of the National Bank of the Republic of Belarus Concerning the minimal legal capital” (National Register of Legal Acts of the Republic of Belarus, 2012, No. 72, 8/26064).

APPROVED
Resolution
of the Board
of the National Bank
of the Republic of
Belarus
No. 640 of December
07, 2012

INSTRUCTION
On the State Registration of Banks and
Non-Bank Credit and Financial Institutions
and Licensing of Banking

ARTICLE 1
GENERAL PROVISIONS

1. The present Instruction specifies the requirements to the founders, shareholders, and other beneficiary owners of the bank, and establishes the procedure of the state registration of newly-established banks, making amendments and/or modifications in the bank charter, obtaining the license of the National Bank for acquisition of shares, activities of organizational units and remote workstations of the bank or any branch thereof, obtaining the license for increase of the authorized capital at the expense of funds of nonresidents and/or disposal of shares in favour of nonresidents, opening the representative office of a foreign bank in the territory of the Republic of Belarus, creation of subsidiary banks, opening any branches and representative offices of nonresident banks outside the Republic of Belarus, participation of resident banks in authorized capitals of any foreign banks, as well as the procedure of issuing a special permit (license) for banking (hereinafter “The License”), making amendments and/or modifications in the same, reorganization and liquidation of banks.
2. The procedure established by this Instruction for banks shall be applicable to Non-Bank Credit and Financial Institutions with due regard to special aspects specified by this Instruction.
3. The documents (in hard or soft copy) submitted to the National Bank in accordance with this Instruction shall comply with requirements established by the legislation, in particular record-keeping requirements.

The documents submitted in hard copy and consisting of more than one sheet shall be tied, numbered and signed by an authorized person. The reverse page of the last sheet of the document consisting of more than one sheet shall have the mark on the quantity of numbered and tied sheets of the document, which mark shall be certified by the signature of the authorized person or the chairman of the general meeting of shareholders of the bank or by the bank manager.

The documents submitted by nonresidents or referring to the same shall be made in one of the state languages of the Republic of Belarus or in the source language with the enclosed translation into one of the state languages of the Republic of Belarus (authenticity of such translation of documents from one language into another, genuineness of the translator's signature shall be notarized) and/or legalized within one year to the date of submission of such documents in compliance with the legislation of the country of their foundation (permanent residence), unless otherwise provided for by the international treaties of the Republic of Belarus.

If the legislation of the nonresident's country does not provide for issuing of documents to be submitted in accordance with the requirements of this Instruction, the written representation from these persons confirming their compliance with the requirements set by this Instruction may be accepted, subject to submission of documents by these persons confirming that there is no duty to issue appropriate documents in the nonresident's country except for the case stipulated by Part five of this Clause.

Submission of documents by nonresidents confirming that there is no duty to issue appropriate documents in their country shall not be required in case of acceptance of the written representation from nonresidents confirming their compliance with the requirements set by paragraphs five and six of Part one of Clause 10 and paragraph two of Part one of Clause 11 in this Instruction.

No submission of documents shall be required, if such documents have been earlier submitted to the National Bank in accordance with this Instruction and have not expired or not more than one year has passed from their issuance (legalization, notarization, certification) as of the date of submission of the respective applications, petitions provided for by this Instruction, to the National Bank. Should this be the case, the date of submission of such documents to the National Bank shall be indicated in such application, petition.

The documents failing to comply with requirements established by this Clause and/or submitted not in the complete set shall be returned without consideration.

A person submitting documents to the National Bank shall be held liable for the adequacy of data contained therein.

4. Monetary contributions made by the founders to the authorized capital of the newly- established bank shall be credited to a provisional account opened with the National Bank by anyone of the founders authorized to represent the interests of other founders or, subject to approval of the National Bank, with other banks, except in cases established by Part two of Article 76 of the Banking Code of the Republic of Belarus.

Monetary contributions made by the shareholders, other persons to the authorized capital of the bank for increase of the authorized capital of the bank shall be credited to the provisional account opened by such bank with the National Bank or, subject to approval of the National Bank, with other banks, except in cases established by Part two of Article 76 of the Banking Code of the Republic of Belarus.

Monetary contribution made to the authorized capital of the bank shall be transmitted only from the account of the person making such monetary contribution.

Monetary contributions shall be credited to the provisional account opened with another bank only on condition that transfer to such mentioned account shall be effected through the respective correspondence account of the bank opened with the National Bank.

The date of receipt of funds to the correspondent account of the bank with which the provisional account has been opened shall be deemed the date of making a contribution to the authorized capital of the bank. Crediting of funds to the provisional account shall be recorded on the books of the issuing bank no later than the banking day immediately following the day when the documents evidencing on crediting such provisional account are received.

5. Funds from the provisional account may be used for:
crediting correspondent accounts of the bank after the state registration thereof or the state registration of any amendments and/or modifications made in the bank charter;

repayment to the founders, should the state registration be denied or should the documents be returned without consideration in accordance with Part seven of Clause 3 in this Instruction;

crediting correspondent accounts of the bank for subsequent repayment to the persons who/which have made contributions to the authorized capital of the bank, should the state registration of amendments and/or modifications in the bank charter, providing for increase of the authorized capital of the bank, be denied, or should the documents be returned without consideration in accordance with Part seven of Clause 3 hereof.

Funds of the provisional account in the amount exceeding the sum allocated for formation (increase) of the authorized capital may be used for repayment to the persons who/which have contributed the same or may be attributed to the bank income subject to consent of such mentioned persons.

6. The National Bank shall, within five banking days after making appropriate decisions, notify the interested state agencies about the state registration of the bank, state registration of amendments and/or additions made in the bank charter, issuance of the license for banking activities, making amendments and/or additions in the list of banking transactions available in the license given to the bank, or license suspension, renewal or revocation.
7. The terms “resident” and “nonresident” are used with the meanings defined, respectively, by Clauses 7 and 8 of Article 1 of the Law of the Republic of Belarus No. 226-3 dated July 22, 2003 “On Currency Exchange Regulation and Currency Control”.

ARTICLE 2

REQUIREMENTS APPLIED TO THE FOUNDERS, SHAREHOLDERS AND OTHER BENEFICIARY OWNERS OF THE BANK

8. The founders, shareholders, and other beneficiary owners of the bank, non-bank credit and financial institution (except for government authorities, legal entities and citizens acting on behalf of the Republic of Belarus or on behalf of its administrative territorial entities, and international financial organizations and development banks according to the list as specified by sub-clause 2.4 of clause 2 of the Instruction on Safe Operation Norms for Banks, Development Bank of the Republic of

Belarus Joint-Stock Company and Non-Bank Credit and Financial Institutions as approved by Resolution of the Board of the National Bank of the Republic of Belarus No. 137 dated September 28, 2006 (hereinafter “The Beneficiary Owners of the Bank”), which/who hold or will hold the shares in the bank, non-bank credit and financial institution in the amount equal to or exceeding five percent, shall comply with the requirements specified in this Instruction.

9. Availability of lawful grounds for holding of the bank shares, shares (interests, property) in the organization which is a shareholder of the bank and/or shareholder (member, property owner) of the beneficiary owner of the bank shall be the criterion for recognition of the state, organization or individual as a beneficiary owner of the bank.
10. The founders and other beneficiary owners of the bank which/who hold the bank shares in the amount equal to or exceeding five percent shall meet the following requirements:

to carry out its activity during at least three years – for the founder organization and for the organization that applied to obtain a permission from the National Bank to buy shares in accordance with Clause 34 of this Instruction;

to have a good business reputation (goodwill) as confirmed by appropriate ratings, references, analytical reviews, and other means – for the organization;

to have no arrears in payments to the budget and/or state designated budget and/or non-budgetary funds – for the organization;

not to be declared insolvent (bankrupt) by the court; not to be at any stage of consideration of insolvency (bankruptcy) case – for the organization and an individual;

not to be at the stage of liquidation or reorganization of a legal entity – for the organization;

have no unquashed or outstanding convictions for crimes against property and procedure for business activities – for an individual;

not to be involved in carrying out, financing or other accessory in carrying out of terrorist, extremist activities, spread of mass destruction

weapons, or legalization of proceeds of money laundering – for the organization and an individual;

not to be put under the sanctions or other enforcement measures taken by the UN Security Council against the country (organization) – for the state and organization;

not to be at military conflict with the Republic of Belarus – for the state.

The founders which/who will hold the bank shares in the amount equal to or exceeding five percent shall, apart from requirements listed in Part one of this Clause, meet the following requirements:

to get profit in followup of their activities during the past three years – for the organization;

to have own funds adequate for formation of the authorized capital of the bank in the amount corresponding to their intended interest in the bank – for the organization and an individual.

Requirements established by paragraphs two to six of Part one and by Part two of this Clause shall not be applied to government authorities, including the government and central (national) bank acting on behalf of the state.

11. The shareholders, other beneficiary owners of the bank, which/who hold the bank shares in the amount equal to or exceeding five percent, shall meet the following requirements:

not to be declared insolvent (bankrupt) by the court; not to be at any stage of consideration of insolvency (bankruptcy) case – for the organization and an individual;

not to be at the stage of liquidation or reorganization– for the organization;

not to be involved in carrying out, financing or other accessory in carrying out of terrorist, extremist activities, spread of mass destruction weapons, or legalization of proceeds of money laundering – for the organization and an individual;

not to be put under the sanctions or other enforcement measures taken by the UN Security Council against the country (organization) – for the state and organization;

not to be at military conflict with the Republic of Belarus – for the state.

The shareholders which are the organizations and hold the bank shares in the amount equal to or exceeding five percent shall, apart from requirements listed in Part one of this Clause, get profit as a result of their activities during the last reporting year.

Requirements established by paragraphs two and three of Part one and by Part two of this Clause shall not be applied to government authorities, including the government and central (national) bank acting on behalf of the state.

12. Documents confirming that beneficiary owners that possess or will possess the shares of a bank or a non-bank credit and financial institution for the amount of at least five percent meet the requirements specified in Clauses 10 and (or) 11 of this Instruction shall be submitted to the National Bank by banks or non-bank credit and financial institutions or, in cases stipulated in Clauses 34, 41 and 59 of this Instruction, by applicants.

Submission of aforementioned documents is not required if relevant information obtained within the scope of banking supervision is available in the National Bank.

13. The grounds for recognition of deemed interest in shares of the bank shall be the following:

holding of shares (interest, property) of the organization which is a shareholder of the bank and/or shareholder (member, property owner) of the beneficiary owner of the bank;

close relationship, including relationship in-law or by marriage, with an individual who is a shareholder of the bank and/or shareholder (member, property owner) of the beneficiary owner of the bank.

Close relationship, including relationship in-law or by marriage, shall mean the relations defined by Articles 60 and 61 of the Marriage and Family Code of the Republic of Belarus.

14. The deemed interest in the bank shares held by the beneficiary owner of the bank shall be calculated as the sum of products of direct ownership percentages of shares (interest, property) of the shareholder(s) of the bank and/or other beneficiary owner(s) of the bank and direct and/deemed interest of the bank shares held by the respective persons.

In this context, interests exceeding fifty percent of the authorized capital of the bank shall be taken to be equal to one hundred percent.

Should the beneficiary owner of the bank be a direct and deemed holder of the bank shares, the deemed interest in the bank shares held by such beneficiary owner shall be increased by the amount of direct interest in the bank shares held by the same.

The deemed interest in the bank shares shall be calculated according to the pattern set forth in Annex 1.

ARTICLE 3 PROCEDURE OF THE STATE REGISTRATION OF THE NEWLY ESTABLISHED BANKS

15. The name of the newly established bank shall be agreed by one of the bank founders or a person authorized by the same with the National Bank prior to submission of the required documents.

Requirements set by the legislation to the names of profit making organizations shall be applicable to the bank name.

For approval of the name of the bank established, inter alia, as a result of reorganization, the following documents shall be submitted to the National Bank:

an application in the form given in Annex 13;

a copy of the document confirming, in accordance with established procedure, the authorities of the representative – should the documents be submitted by the representative of the founder of the bank;

permission to use last names, assumed names of well-known persons or business names in cases specified by the legislation.

For approval of the bank name one or more variants of its name may be proposed.

A decision on approval or denial of approval of the bank name shall be made by the Deputy Chairperson of the Board of the National Bank within ten banking days from submission of the application and other documents listed in Part three of this Clause.

A decision on denial of approval of the bank name shall be made in the event that:

the bank name fails to meet the requirements set by the legislation to the names of profit making organizations;

entries for legal entities, which names are similar to that proposed for approval, exist in the Unified State Register of Legal Entities and Individual Entrepreneurs;

names have been previously reserved, i.e. approved and included into the database of approved names of the Unified State Register of Legal Entities and Individual Entrepreneurs, and the period of their reservation has not expired;

the documents listed in Part three of this Clause are not submitted or the application is made in breach of the requirements of this Instruction.

Approval of the bank name may be used for the state registration of the newly established bank, amendments and modifications in the bank charter within a month from the date of such approval. The bank name shall be reserved for this period in the Unified State Register of Legal Entities and Individual Entrepreneurs.

16. For the state registration of the bank the documents mentioned in Article 80 of the Banking Code of the Republic of Belarus shall be submitted to the National Bank.

Application for the state registration of the bank shall be submitted according to form specified in Annex 2.

The following shall be the documents evidencing of formation of the authorized capital of the bank in full:

statement of provisional account;

finding of the expert study of appraised value of non-monetary contribution to the authorized capital of the bank;

documents confirming the founder's proprietary right to the property contributed in a form other than cash to the authorized capital of the bank;

copies of documents confirming monetary contributions to the authorized capital of the bank (for each person);

statement of the "Authorized Capital" account of the reorganized bank and/or statement of provisional account opened with a view to increasing the authorized capital in case of the state registration of the reorganized bank.

The bank charter shall be submitted in two paper copies together with its electronic copy (.rtf format).

A list of founders indicating the amounts of their respective contributions, quantity, class and par value of shares to be placed with the founders, percentage of such shares in the total amount of the authorized capital of the bank shall be submitted according to forms as specified in Annexes 3 and 4.

A list of founders according to form as specified in Annex 3 shall be submitted as a file via the documentary informational portal of the National Bank or through the financial information transmission system. A list of founders according to form as specified in Annex 4 shall be submitted in soft copy using the system of interdepartmental electronic document flow of government authorities or in hard copy.

Data on reputed beneficiary owners of the bank, each of which becoming as such with regard to at least five percent of the bank shares, shall be submitted in soft copy according to form as specified in Annex 5 using the system of interdepartmental electronic document flow of government authorities or in hard copy.

17. When accepting the documents for the state registration, the employee of the National Bank shall issue, to one of the bank founders or the person authorized by the same, written confirmation of receipt of documents for the state registration of the bank according to form specified in Annex 6.

Such written confirmation of receipt, by the National Bank, of documents submitted for the state registration of the bank, shall not be deemed confirmation of their compliance with the legislation.

18. A decision on denial of the state registration of the bank shall be made on the grounds stipulated for by Article 82 of the Banking Code of the Republic of Belarus.
19. A decision on the state registration of the bank or denial of the state registration shall be made by the Board of the National Bank.
20. Upon the decision about the state registration of the bank, the due form stamp confirming the state registration shall be affixed on the title page of the bank charter. One copy of the registered charter shall be submitted to the bank, another copy shall be kept in the National Bank.
21. Withdrawn.
22. Information on the location of the bank (or location of the permanent executive body of the bank) and its name shall be published on the official web site of the National Bank in the Internet.

ARTICLE 4 STATE REGISTRATION OF AMENDMENTS AND/OR MODIFICATIONS IN THE BANK CHARTER

23. For the state registration of any amendments and/or modifications in the bank charter the documents mentioned in Article 84 of the Banking Code of the Republic of Belarus shall be submitted to the National Bank within thirty days from making the appropriate decision.

The following shall be the documents evidencing of increase of the authorized capital of the bank:

statement of provisional account;

finding of the expert study of property, should the contribution to the authorized capital of the bank be made in a form other than cash;

documents confirming the bank shareholder's and/or other persons' proprietary right to the property contributed in a form other than cash to the authorized capital of the bank;

copies of documents evidencing of making monetary contributions to the authorized capital of the bank (for each person);

other documents (statement of balance accounts of the bank recording receipt of funds; statement of balance accounts of the bank recording the respective sources, etc.).

Any amendments and/or modifications in the bank charter, and also two paper copies of the restated bank charter shall be submitted together with their electronic copies (.rtf format). Application for the state registration of amendments and/or modifications in the bank charter shall be submitted according to form specified in Annex 7.

Application for the state registration of amendments and/or modifications in the bank charter related to modification of the list of branches shall additionally contain information on modifications made in the mentioned list with references to respective decisions made by the authorized body of the bank.

24. The new name of the bank shall be agreed by the head of the bank or a person authorized by the same with the National Bank prior to submission of documents required for the state registration of any amendments and/or modifications in the bank charter relating to change of its name.

The new name of the bank shall be agreed in accordance with the procedure established in Clause 15 of this Instruction.

25. Prior to making a decision on the state registration of any amendments and/or modifications in the bank charter relating to change of location of the bank (location of the permanent executive body of the bank) the National Bank shall carry out the procedures making it possible to clarify whether the bank has technical capabilities defined by the legislation to carry out banking transactions at its new location, with the bank's right to be placed in this location confirmed by an appropriate document.

Prior to making a decision on the state registration of any amendments and/or modifications in the bank charter relating to change of location of the bank (location of the permanent executive body of the bank) the bank shall be located at its previous location.

26. In the case stipulated by Part three of Clause 84 of the Banking Code of the Republic of Belarus, a list of shareholders of the bank shall be submitted as a file according to form as specified in Annex 3 via the documentary informational portal of the National Bank or through the financial information transmission system and in soft copy according to forms as specified in Annexes 4 and 8 using the system of interdepartmental electronic document flow of government authorities.
27. For the state registration of any amendments and/or modifications in the bank charter relating to modification of the list of bank branches attached to the charter, the documents provided for by Article 84 of the Bank Code of the Republic of Belarus shall be submitted.
28. Only own funds of bank's shareholders, other persons and/or sources of bank's own funds that were not used and that are available as confirmed by the auditor's report as of the date not later than three months before the date of submission of the auditor's report to the National Bank may be allocated to increase the bank's authorized capital.
If the retained profit of previous years or funds formed from the profit are allocated to increase the bank's authorized capital, the new amount of bank's authorized capital must not exceed the value of its net assets (the legal capital calculated in accordance with the procedure specified by the banking legislation).
29. Should upon completion of the second financial year and every financial year thereafter the value of the bank's net assets (bank's legal capital calculated in accordance with the procedure established by the banking legislation) be less than its authorized capital, the bank shall declare and register decrease of its authorized capital.

The authorized capital of the bank may be reduced subject to prior written permission of the National Bank. A decision to give such permission or refuse the same shall be made by the Deputy Chairperson of the Board of the National Bank within one month from the date of bank's applying for such permission.

30. Should a legislative act or the order of the President of the Republic of Belarus be adopted, providing for contribution of funds to the bank's authorized capital, the date of coming such legislative act or the order of the President of the Republic of Belarus into effect shall be considered as the date of contribution of such funds to the authorized capital unless other period is specified in the legal act.

Should the authorized capital of the bank be increased at the expense of sources of the bank's own funds or at the expense of loans (borrowed funds) recognized as subordinated in accordance with the legislation and placed with the bank earlier, the date when the decision is made by the general meeting of shareholders to increase the authorized capital from the aforementioned funds shall be considered as the date of contribution of funds to the authorized capital.

31. A decision on the state registration or denial of the state registration of any amendments and/or modifications in the bank charter shall be made by the Board of the National Bank within the period not exceeding two months from submission of required documents.

The state registration of amendments and/or modifications in the bank charter may be denied in cases provided for by Article 84 of the Banking Code of the Republic of Belarus.

Amendments and/or modifications in the bank charter shall come into effect for any third parties from their state registration by the National Bank.

Should a decision be made to deny the state registration of amendments and/or modifications in the bank charter, the National Bank shall notify the bank thereof in writing within five days from making such decision, indicating the reasons thereof.

32. Upon the decision about the state registration of amendments and/or additions in the bank charter, the due form stamp confirming the state registration shall be affixed on the title page of the revised bank charter. One copy of the revised charter shall be submitted to the bank or handed over to the bank's authorized person, another copy shall be kept in the National Bank.
33. Information about change of the bank location (or location of the permanent executive body of the bank) or the bank name shall be published on the official web site of the National Bank on the Internet.

ARTICLE 5
PROCEDURE OF OBTAINING SHARES ACQUISITION
PERMISSION FROM THE NATIONAL BANK

34. To obtain permission from the National Bank for acquisition of ownership, economic control, operating management or trust management – by any legal entity and/or individual, including the bank shareholder, or a group of legal entities and/or individuals related to each other by contractual obligations or a group of legal entities which are affiliated or related to each other (hereinafter referred to, unless otherwise provided for herein, as “the acquirer of shares”) – of five or more percent of shares in the authorized capital of the bank as a result of one or more transactions, and also for all subsequent acquisitions of the bank shares by such mentioned entities/persons, the following documents shall be submitted to the National Bank:

For the acquirer of shares (apart from an individual):

an application for permission;

documents evidencing the state registration of the acquirer of shares;

information on supposed beneficiary owners of the bank, either of which will become the same with reference to five and more percent of the bank shares – according to form specified in Annex 5;

auditor’s report confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the acquirer of shares has own funds to acquire the bank’s shares, and (or) other documents confirming that the acquirer of shares has a proprietary right to the property used to acquire the bank’s shares and that the assessment of value of this property is valid. If the bank’s shares are allocated among the shareholders in proportion to the number of shares of the same category and the same type belonging to them when the bank’s authorized capital is increased by issuing the shares of the additional issue using the sources of bank’s own funds, or if the shares of the bank acquired earlier by this bank are allocated proportionally among the shareholders, the auditor’s report shall be submitted confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the bank has the sources of own funds to increase the authorized capital or to allocate the shares proportionally among the bank’s shareholders;

documents in cases provided for by Parts four and five of Clause 3 of this Instruction, as well as other documents evidencing compliance of the legal entity with requirements set forth in Clauses 10 and 11 of this Instruction;

For the acquirer of shares, who is an individual:

an application for permission;

a copy of the identity document;

document evidencing absence of non-cancelled or unexpunged convictions for crimes against property and procedures for business activities;

documents in cases provided for by Parts four and five of Clause 3 of this Instruction, as well as other documents evidencing of compliance of the individual with requirements set forth in Clauses 10 and 11 of this Instruction.

auditor's report confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the bank has the sources of own funds to increase the authorized capital or to allocate the shares proportionally among the bank's shareholders, if the bank's shares are allocated among the shareholders in proportion to the number of shares of the same category and the same type belonging to them when the bank's authorized capital is increased by issuing the shares of the additional issue using the sources of bank's own funds or if the shares of the bank acquired earlier by this bank are allocated proportionally among the shareholders.

A decision to give the permission by the National Bank, specified in part one above, or refuse the same shall be made by the Deputy Chairperson of the Board of the National Bank within one month from the date of submission of documents provided for by Part one of this Clause.

Should the bank be reorganized, no documents provided for by Part one of this Clause shall be submitted by the bank shareholders. Should this be the case, a decision of the state registration shall be deemed the permission of the National Bank for acquisition of ownership, economic control, operating management or trust management – by the acquirer of shares – of five or more percent of shares in the authorized capital of the bank as a result of one or more transactions.

Should the authorized capital of the bank, non-bank credit and financial institution be increased, the percentage of acquired shares shall be the ratio to declared amount of the authorized capital; should the shares be

acquired at the secondary market, the mentioned percentage shall be the ratio to the registered amount of the authorized capital of the bank.

The permission provided for by this Clause may be refused in cases specified by Article 123 of the Banking Code of the Republic of Belarus.

35. To obtain the National Bank's permission for obtaining, by the bank, of more than five percent of its issued shares, a petition for appropriate permission shall be submitted to the National Bank.

A decision to give the mentioned permission or refuse the same shall be made by the Deputy Chairperson of the Board of the National Bank within one month from the date of submission of the petition provided for by Part one of this Clause.

36. Should the increase of the authorized capital of the bank be stipulated by the legislative act, the Order of the President of the Republic of Belarus, a decision on the state registration of any amendments and/or modifications in the bank charter related to increase of the bank's authorized capital shall be deemed the permission of the National Bank for acquisition of ownership, economic control, operating management or trust management – by the acquirer of shares – of five or more percent of shares in the authorized capital of the bank as a result of one or more transactions. Should this be the case, no documents provided for by Clause 34 of this Instruction shall be submitted.

ARTICLE 6

ACTIVITIES OF ORGANIZATIONAL UNITS AND REMOTE WORKSTATIONS OF THE BANK, A BRANCH THEREOF

37. Organizational units, remote workstations created by the bank, its branch in compliance with Article 87 of the Banking Code of the Republic of Belarus shall effect banking operations within the licensed authorities of the bank and/or other activities in accordance with the procedure established by the bank.
38. The remote workstation shall be deemed the work place created by the bank or a branch thereof, which has no organizational structure of its own, is located outside the location of the bank or its branch or organizational unit, and is destined for effecting banking operations and/or other activities of the bank.

39. The bank within its licensed authorities shall ensure availability of technical capabilities (in particular, of branches, organizational units, and remote workstations) satisfying the requirements to technical capabilities for effecting appropriate banking operations as set by the legislation, regulatory requirements for personal safety of employees and customers, and other requirements ensuring safe banking operations.
40. The bank shall notify the National Bank of creation, change of location and closing of its organizational units, remote workstations, no later than five banking days from occurrence of respective event.

The information mentioned in Part one of this Clause shall be submitted in electronic form via the documentary informational portal of the National Bank or using the financial information transmission system.

At the request of the National Bank the bank shall submit information on all organizational units, remote workstations according to form specified in such request.

ARTICLE 7

PROCEDURE FOR OBTAINING OF THE NATIONAL BANK'S PERMISSION FOR INCREASE OF THE BANK'S AUTHORIZED CAPITAL AT THE EXPENSE OF FUNDS OF NONRESIDENTS AND/OR DISPOSAL OF SHARES IN FAVOUR OF NONRESIDENTS. OPENING THE REPRESENTATIVE OFFICE OF A FOREIGN BANK IN THE TERRITORY OF THE REPUBLIC OF BELARUS

41. Save as otherwise provided for by this Instruction, the following documents shall be submitted to the National Bank in order to obtain the National Bank's permission for disposal, by the bank and/or resident shareholder, of the bank shares in favour of nonresidents, and/or increase of the authorized capital of the bank at the expense of funds of nonresidents:
 - 41.1. For a nonresident legal entity (organization):

an application for permission;

a document evidencing the registration of such nonresident legal entity (organization) – a legalized extract from the trade register of its country of incorporation or any other equal proof of the organization's legal status in compliance with the legislation of its country of incorporation

(the extract shall be dated no later than one year before submission of documents);

auditor's report confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the acquirer of shares has own funds to acquire the bank's shares, and (or) other documents confirming that the acquirer of shares has a proprietary right to the property used to acquire the bank's shares and that the assessment of value of this property is valid. If the bank's shares are allocated among the shareholders in proportion to the number of shares of the same category and the same type belonging to them when the bank's authorized capital is increased by issuing the shares of the additional issue using the sources of bank's own funds, or if the shares of the bank acquired earlier by this bank are allocated proportionally among the shareholders, the auditor's report shall be submitted confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the bank has the sources of own funds to increase the authorized capital or to allocate the shares proportionally among the bank's shareholders;

41.2. For an individual - nonresident:

an application for permission;

a copy of the identity document of an individual - nonresident;

confirmation, by the bank servicing the nonresident individual, of account activity and availability of funds required for investments, or any other document, stipulated by the legislation of the country of his/her permanent residence, confirming the source of money given as the contribution to the bank's authorized capital. If the bank's shares are allocated among the shareholders in proportion to the number of shares of the same category and the same type belonging to them when the bank's authorized capital is increased by issuing the shares of the additional issue using the sources of bank's own funds, or if the shares of the bank acquired earlier by this bank are allocated proportionally among the shareholders, the auditor's report shall be submitted confirming, as of the date not later than three months before the date of the report submission to the National Bank, that the bank has the sources of own funds to increase the authorized capital or to allocate the shares proportionally among the bank's shareholders.

- 41¹. Should the bank be reorganized, no documents provided for by paragraphs three and four of Sub-clause 41.1, paragraphs three and four of Sub-clause 41.2 of Clause 41 of this Instruction shall be submitted for obtaining the National Bank's permission provided for by Clause 41 of this Instruction, on condition that in consequence of such transaction composition of nonresident shareholders and amounts of their contributions to the authorized capital of the bank created through reorganization remains unchanged (without taking into account the increase of the authorized capital of such bank at the expense of property (own funds) of the reorganized bank).
42. A decision to give or refuse the permission for increase of the authorized capital of the bank at the expense of nonresidents' funds and/or disposal of shares in favour of nonresidents shall be made by the Deputy Chairperson of the Board of the National Bank.
43. The permission of the National Bank for increase of the authorized capital of the bank at the expense of nonresidents' funds and/or disposal of shares in favour of nonresidents may be refused on the grounds stipulated for by the Banking Code of the Republic of Belarus.
44. The permission of the National Bank for increase of the authorized capital of the bank at the expense of nonresidents' funds shall be valid within two years of granting thereof. The permission of the National Bank for disposal of shares in favour of nonresidents shall be valid within a year of granting thereof.
45. The following documents shall be submitted to the National Bank by any foreign bank for opening its representative office in the territory of the Republic of Belarus:

an application for opening the representative office in the territory of the Republic of Belarus, indicating the full name of the bank, date and place of its registration, as well as the statement of the fact that such representative office does not intend to carry out banking operations and other activities provided for by Article 14 of the Banking Code of the Republic of Belarus, except for defence and representation of interests of its foreign parent bank, in particular, rendering consulting and/or information services;

a decision of the authorized body of the bank on opening the representative office;

regulations of the representative office;

a document evidencing the right to locate the representative office at its premises;

a document evidencing the foreign bank's registration – a legalized extract from the trade register of its country of incorporation or any other equivalent proof of the bank's legal status in compliance with the legislation of its country of incorporation;

copies of constituent documents and licenses of the foreign bank;

written permit of the authorized body of the bank's country of incorporation for opening the representative office in the territory of the Republic of Belarus – in cases when such permit is required in compliance with the legislation of its country of incorporation or international treaties.

46. The decision to open the foreign bank's representative office or to deny its opening shall be made by the Board of the National Bank within the period not exceeding two months after submission of documents listed in Clause 45 of this Instruction.

The National Bank, subject to the decision made to open the foreign bank's representative office, shall issue a permission to open the foreign bank's representative office on the day of submission of a document confirming payment of the state duty in accordance with the procedure specified in the Tax Code of the Republic of Belarus. The permission for opening the foreign bank's representative office shall be valid from the day on making the decision by the National Bank to open the foreign bank's representative office.

47. The following shall be the grounds for denial of opening the representative office of the foreign bank:

submission of inaccurate information;

non-compliance of the regulations of the representative office with the legislation.

48. Information about a foreign bank's representative office shall be published on the official web site of the National Bank in the Internet.

49. Representative offices of foreign banks in the territory of the Republic of Belarus shall be opened for the period of up to three years.

The foreign bank's representative office shall:

within one month from the day when the permission for opening the foreign bank's representative office is issued, send written information to the National Bank containing the staffing list, contact details and details of registration of the foreign bank in taxation agencies and other agencies (institutions) of the Republic of Belarus;

within one month from changing the foreign bank's full name, apply to the National Bank to replace the permission for opening the foreign bank's representative office; for this purpose, the representative office must submit documents listed in paragraphs four, six and seven of Clause 45 of this Instruction and the original permission for opening the foreign bank's representative office (or the permission for extension of the period of validity of the permission for opening the representative office);

within one month from the date of changing the location of the foreign bank's representative office, submit the following documents to the National Bank: the notification informing that the foreign bank's representative office location is changed; the amendment to the foreign bank's representative office regulation approved by the foreign bank; and the document confirming the right to accommodate the representative office at the new location;

once a year (from January 1 to March 1), submit the foreign bank's representative office activity report in writing to the National Bank: this report must contain the details of location, staffing list, number of foreign citizen employed in the representative office (including the head), contact details of the representative office, the details of the payer identification number, accounts opened by the representative office, programs of activities carried out by the foreign bank's representative office, time periods and resources for their implementation, description of activities of the foreign bank's representative office implemented during the previous period;

within 10 working days from the date of expiration of the period of validity of the power of attorney issued for the head of the foreign bank's representative office or from the date of appointment of the new head of the representative office, submit the new notarized power of

attorney for the head of the foreign bank's representative office to the National Bank.

The period of operation of the foreign bank's representative office shall be extended by virtue of the decision made by the Deputy Chairperson of the Board of the National Bank, subject to the foreign bank's request; for this purpose, the foreign bank must apply to the National Bank not later than one month before the expiration of the period of validity of the decision for opening the foreign bank's representative office.

The decision concerning the extension of the period of operation of the foreign bank's representative office shall be made within the period not longer than one month from the day of submission of the appropriate request. If the request is not submitted within the specified period, the National Bank shall, upon the expiration of the period of work of foreign bank's representative office, inform the foreign bank that the representative office is closed.

Information about the closing of the foreign bank's representative office shall be published on the official web site of the National Bank in the Internet.

If amendments and (or) additions are made in the representative office regulation, except for cases listed in paragraphs three and four of Part two of this Clause, the foreign bank shall, within one month from the day when the decision is adopted to make these amendments and (or) additions, submit the representative office regulation with these amendments and (or) additions to the National Bank.

50. If the decision is made by the foreign bank to close its representative office, the foreign bank shall send the notification to the National Bank, referring the decision of the foreign bank's authorized body. Information about the closing of the foreign bank's representative office shall be published on the official web site of the National Bank on the Internet.

ARTICLE 8
SPECIFIC ASPECTS OF ESTABLISHING SUBSIDIARY BANKS,
OPENING BRANCHES AND REPRESENTATIVE OFFICES OF
RESIDENT BANKS OUTSIDE THE REPUBLIC OF BELARUS.
PARTICIPATION OF RESIDENT BANKS IN THE AUTHORIZED
CAPITAL OF FOREIGN BANKS

51. To obtain permission of the National Bank for creation of the subsidiary bank, opening the branch of the resident bank outside the Republic of Belarus or for participation of the resident bank in the authorized capital of any foreign bank, the documents mentioned in Article 92 of the Banking Code of the Republic of Belarus shall be submitted to the National Bank.

A decision to give or refuse the permission shall be made by the Board of the National Bank.

The permission for creation of the subsidiary bank, opening the branch of the resident bank outside the Republic of Belarus or for participation of the resident bank in the authorized capital of any foreign bank shall be valid within one year from its issue.

52. The National Bank shall be entitled to refuse the permission for creation of the subsidiary bank, opening the branch of the resident bank outside the Republic of Belarus or for participation of the resident bank in the authorized capital of any foreign bank for causes mentioned in Article 92 of the Banking Code of the Republic of Belarus.
53. The representative office of the resident bank may be opened outside the Republic of Belarus after notification of opening the representative office sent by the resident bank to the National Bank together with the enclosed decision of the authorized management body of such resident bank.
54. Any amendments and/or modifications relating to the list of standalone subdivisions made in the charter of the resident bank when opening its branch and/or representative office outside the Republic of Belarus shall be submitted to the National Bank for the state registration within thirty days from making a decision on such amendments and/or modifications in the bank charter.
55. When closing the branch or representative office outside the Republic of Belarus, its parent bank shall, no later than thirty days from making a decision on amendments and/or modifications in the bank charter, submit to the National Bank the documents required for the state registration of such amendments and/or modifications in the bank charter relating to the list of its standalone subdivisions.

When closing the subsidiary bank, its parent bank shall notify the National Bank thereof within thirty days from making the appropriate decision.

ARTICLE 9
PROCEDURE OF GRANTING OF LICENSE
AND INTRODUCING AMENDMENTS AND/OR MODIFICATIONS
THEREIN

56. To obtain the license, the documents provided for by Article 95 of the Banking Code of the Republic of Belarus shall be submitted to the National Bank.

The application for the license shall be submitted according to form specified in Annex 10.

57. The license containing the list of banking operations which the bank is entitled to carry out shall be issued to the bank within five banking days from the date when a decision on granting the same has been made by the Board of the National Bank.

58. The bank may apply to the National Bank for making amendments and/or modifications in the list of banking operations contained in the license issued to the bank only subject to compliance of the bank with the license requirements.

59. To make amendments and/or modifications in the list of banking operations contained in the license issued to the bank, the following shall be submitted to the National Bank for the purpose to receive a right to carry out banking operations:

an application according to form specified in Annex 10¹;

data – according to form specified in Annex 14 – on the members of the board of directors (supervisory board), collective executive body (if any), a head of the bank and chief accountant of the bank and their deputies, bank officers responsible for risk management, bank officers responsible for internal control, head of internal audit service – appointed (elected) as of the date of submission of the application;

local legal acts of the bank governing the organization of the risk management system, internal control system and activities of the internal audit service of the bank;

strategic bank development plan;

calculation of the bank's legal capital according to form established by the banking legislation;

information on beneficiary owners of the bank, either of which are the same with reference to five and more percent of the bank shares – according to form specified in Annex 5;

the document evidencing the state fee payment in accordance with the procedure established by the Tax Code of the Republic of Belarus;

documents in cases provided for by Parts four and five of Clause 3 of this Instruction, as well as other documents confirming compliance of the legal entity and/or individual with requirements specified in Clause 11 of this Instruction.

To make amendments and/or modifications in the list of banking operations contained in the license issued to the bank, the following shall be submitted to the National Bank for the purpose to exclude banking operations from such list:

an application according to form specified in Annex 10¹;

data – according to form specified in Annex 14 – on the members of the board of directors (supervisory board), collective executive body (if any), a head of the bank and chief accountant of the bank and their deputies, bank officers responsible for risk management, bank officers responsible for internal control, head of internal audit service – appointed (elected) as of the date of submission of the application;

local legal acts of the bank governing the organization of the risk management system, internal control system and activities of the internal audit service of the bank;

strategic bank development plan;

calculation of the bank's legal capital according to form established by the banking legislation.

The license on the new official letterhead containing the list of banking operations which the bank is entitled to carry out shall be issued within

five banking days from the date when a decision on making amendments and/or modifications in the list of banking operations contained in the license issued to the bank has been made by the National Bank, provided that the bank has returned the previously issued license (its duplicate) to the National Bank.

60. The documents submitted by the bank with a view to obtaining the license or making amendments and/or modifications in the list of banking operations contained in the license issued to the bank shall be considered within the period not exceeding two months from submission thereof, except in case provided by Part eight Article 95 of the Banking Code of the Republic of Belarus, when the period of consideration shall be extended up to three months.
61. A decision on issue or denial of issue of the license to the bank, making (denial of) amendments and/or modifications in the list of banking operations contained in the license issued to the bank shall be made by the Board of the National Bank.
62. Prior to making a decision on issuing the license to the bank, making amendments and/or modifications in the list of banking operations contained in the license issued to the bank, the National Bank shall make assessment of the bank for compliance with requirement set forth in Article 94 of the Banking Code of the Republic of Belarus.
63. Based on results of assessment provided for by Clause 62 of this Instruction, the explanatory note shall be presented to the members of the Board of the National Bank, containing the reasonable judgment on compliance of:
 - a business plan (strategic development plan) of the bank – with requirements established by the National Bank;
 - risk management system and internal control system of the bank – with requirements established by the National Bank;
 - transparency of the bank ownership structure – with criteria established by Clause 64 of this Instruction;
 - beneficiary owners of the bank either of which are the same with reference to five and more percent of the bank shares – with requirements specified in Clause 11 of this Instruction.

The explanatory note prepared for making a decision on supplementing the list of banking operation with the operation of taking funds from individuals who are not individual entrepreneurs on accounts and/or deposits, opening and maintaining bank accounts of such individuals, shall contain the well-founded judgment on financial strength of the bank during the past two years or from obtaining, by the bank, of license for banking activities, provided that not more than two years have passed from granting such license, on the grounds of criteria specified in Clause 65 of this Instruction.

64. Transparency of the bank's ownership structure shall be evaluated on the basis of the following criteria:

adequacy of information on the bank's ownership structure, submitted to the National Bank, bringing to the conclusion that it will not prevent from banking supervision over banking operations on an individual and/or consolidated basis;

promptness and completeness of information, submitted to the National Bank, on change in the composition of beneficiary owners of the bank, either of which will become the same with reference to at least five percent of the bank shares – for the operating bank;

adequacy of disclosed information, specified by the legislation, on the official Internet site of the bank and other open sources – for the operating bank;

accessibility and reliability of information on the beneficiary owners of the bank enabling to provide insight into the lines of activities, financial standing, business interests and appropriate business reputation of such mentioned beneficiary owners;

accessibility and readiness of the beneficiary owners of the bank to disclose information on their selves, their relationships with the bank, and to cooperate with the National Bank during exercising, by the same, the banking supervision functions;

availability and amount of interests in the legal capital of the bank as of submission of the application for amendments and/or modifications in the list of banking operations contained in the license issued to the bank, of banks and legal entities of A, B, C D and E classes, determined in compliance with the banking legislation;

availability and amount of interests of the beneficiary owners of the bank:

registered in offshore zones;

those whose shares (equity stakes) were issued using depositary receipts with the amount exceeding 25 percent of the total quantity;

which are unit investment funds or other funds which owners cannot be accurately determined;

those who refrain from disclosure of information on their property.

65. Stability of the financial standing of the bank shall be evaluated on the basis of analysis of the following criteria:

adequacy and structure of bank's legal capital;

structure and quality of bank's assets;

bank's activity efficiency;

bank's liquidity position;

level of risks accepted by the bank and quality of bank's corporate management;

observation of other safe operation norms by the bank.

66. Requirements to legal capital in the fixed amount shall be met as of the first day of the month, when the documents for amendments and/or modifications in the list of banking operations contained in the license issued to the bank, as provided by this Instruction, are submitted to the National Bank.

67. The National Bank shall be entitled to request additional documents necessary for making a decision on the possibility to extend the bank's license authorities.

68. To make amendments and/or modifications in the license other than those connected with change of the list of banking operations mentioned therein, the following shall be submitted to the National Bank:

an application on the form specified in Annex 11;

the document evidencing the state fee payment in accordance with the procedure established by the Tax Code of the Republic of Belarus;

69. Should the license be lost, its duplicate shall be issued to the bank. To obtain the duplicate license the bank shall submit to the National Bank:

an application on the form specified in Annex 12;

a copy of notification of loss of license published in any print media;

a document evidencing of the state fee payment.

70. A decision on making amendments and/or modifications in the license other than those associated with the change of a list of banking operations mentioned therein, and a decision on issuance of a duplicate license should the original license be lost shall be made by the Vice Chairman of the Board of the National Bank.

71. The licenses shall be recorded in the license registry, where the name of the bank, date of issue and the number of issued license, list of banking operations which the bank may carry out shall be indicated.

Maintaining the license register placed on the official web site of the National Bank in the Internet, as well as making amendments and/or additions therein shall be carried out in accordance with the procedure established by Part four of Article 93 of the Banking Code of the Republic of Belarus.

72. License denial is possible for causes provided for by Article 96 of the Banking Code of the Republic of Belarus.

73. The following shall be the grounds for denial of amendments and/or modifications in the list of banking operations contained in the license issued to the bank:

incompliance of submitted documents with the legislation, or detection of unreliable information therein;

failure to submit documents requested by the National Bank for making a decision on possibility to extend the bank's license authorities;

incompliance of the bank with license requirements established by the Banking Code of the Republic of Belarus.

ARTICLE 10
STATE REGISTRATION OF REORGANIZED BANKS

74. The bank shall be reorganized in compliance with the legislation, with due regard for requirements set forth in this Instruction.
75. To obtain permission of the National Bank for merger, the banks shall submit the following documents to the National Bank:

the petition of the banks for merger permission indicating the reasons leading to need of merger, justification of bank's ability to comply with established standards of safe operation;

an extract from the decision on merger made by the management bodies of the banks;

the merger agreement;

information on readiness of the reorganized banks to operate in the uniform correspondent account mode.

76. A decision to give or refuse the permission for banks merger shall be made by the Board of the National Bank within one month from the date of submission of documents provided for by Clause 75 of this Instruction.

The banks shall be notified of the decision not later than five days from making such decision.

77. The state registration of reorganized banks shall be carried out in accordance with the procedure established by Articles 3 and 4 of this Instruction depending on the form of reorganization with due regard of the specific features provided for by Article 101¹ in the Banking Code of the Republic of Belarus. For the state registration of reorganized banks, the strategic development plan as well as the instrument of transfer or separation balance sheet, depending on the form of reorganization, shall be additionally submitted to the National Bank apart from documents mentioned in Articles 3 and 4 of this Instruction. Consent statement of the anti-monopoly authority shall be submitted to the National Bank in cases provided for by the anti-monopoly legislation.

ARTICLE 11
LIQUIDATION OF THE BANK

78. The bank shall be liquidated in compliance with the legislation, with due regard of the requirements established by this Instruction.
79. Withdrawn.
80. Withdrawn.
81. Information about the creation of the liquidation commission (appointment of a liquidator), about the appointment of the chairperson of a liquidation commission or about the procedure and time schedule of bank liquidation shall be submitted to the National Bank within five days after making the appropriate decision by the general meeting of bank's shareholders.

No later than the banking day immediately following the day of receipt of data mentioned in Part one of this Clause, the National Bank shall send a notice of setting the bank liquidation process in motion to taxation, customs bodies, bodies of the Social Protection Fund of the Ministry of Labour and Social Protection, territorial (city or district) archives of the local executive and regulatory authorities (other archives in compliance with the legislation on archive keeping and record keeping) (hereinafter "the Archives"), organization engaged in mandatory insurance against industrial accidents and occupational diseases.

82. Withdrawn.
83. For adoption of the decision by the National Bank to make a record in the Unified State Register of Legal Entities and Individual Entrepreneurs striking the bank off this Register, the liquidation commission (liquidator) must submit the following documents to the National Bank:

the application prepared in accordance with the form given in Annex 15, asking to adopt a decision for making a record in the Unified State Register of Legal Entities and Individual Entrepreneurs striking the bank off this Register;

the document confirming that the bank's correspondent accounts are closed;

the report of the liquidation commission (the liquidator) and the liquidation balance signed by the liquidation commission members (or

by the liquidator) and approved by the general meeting of bank's participants or by the bank's body duly authorized in accordance with the charter – the makers of the decision to liquidate;

the original certificate of the state registration of the bank or the application notifying that the certificate was lost, with the data enclosed confirming that the notice was published informing about the loss;

data confirming that there is no indebtedness to the “Agency for Guaranteed Compensation of Bank Deposits of Natural Persons” State Institution;

the auditor's opinion and report (if the contract was signed by the bank for auditor's services of independent assessment of bank's activities during its liquidation).

The National Bank shall, not later than on the banking day following the day of submission of documents listed in Part one of this Clause, ask the archive for information about the deposition of documents by the bank including the staff-related documents confirming the bank employees' periods of service and remuneration of labour.

The decision to make a record in the Unified State Register of Legal Entities and Individual Entrepreneurs striking the bank off this Register shall be adopted by the Board of the National Bank.

The liquidation commission (the liquidator) of the bank shall terminate their activity not earlier than on the date of adoption of the decision to make a record in the Unified State Register of Legal Entities and Individual Entrepreneurs striking the bank off this Register.

84. Within three days from making an entry in the Unified State Register of Legal Entities and Individual Entrepreneurs, the National Bank shall submit to the Ministry of Justice the data for inclusion thereof in the mentioned Register and shall send a notice of liquidation of the bank to taxation bodies, bodies of the Social Protection Fund of the Ministry of Labour and Social Protection, government statistics agencies, organization engaged in mandatory insurance against industrial accidents and occupational diseases.

Information about the bank liquidation shall be published on the official web site of the National Bank in the Internet.

Annex 1
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Scheme of calculating ratio of deemed interest in the bank shares

*** on paper carrier

Annex 2
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form
The National Bank

APPLICATION

I hereby apply for the state registration of the bank (non-bank credit and financial institution)

(name)

I confirm that:

the submitted charter complies with requirements established by the legislation for legal entities of this legal organizational form;

the electronic copy of the charter corresponds to its original in hard copy;

information contained in the documents submitted for the state registration, in particular, in the application, is reliable;

the established procedure of creation of the bank (non-bank credit and financial institution has been complied with;

the property contributed to the authorized capital of the bank is the bank founder(s)' own resource, and the right to dispose thereof is not restricted by its owner, legislation or agreement;

no borrowed funds and/or proceeds of crime are used for formation of the authorized capital of the bank.

(date)

(signature)

(initials, name)

Annex 3
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

List of founders (shareholders)*

(name of the bank)

1. Sequence number of the founder (shareholder).
2. Par value of shares.
3. Amount of the authorized capital.
4. Total amount of property deposits (non-monetary contributions) in the authorized capital of the bank.
5. Full name (name, given name, patronymic (if any) of the founder (shareholder).
6. Residency indicator (resident, nonresident) of the founder (shareholder).
7. Code of the country of incorporation (registration) or citizenship of the founder (shareholder) of the bank in accordance with the National Classifier of the Republic of Belarus 017-99 "Countries of the World" approved by Resolution of the State Committee of the Republic of Belarus for Standardization, Metrology and Certification dated June 16, 1999, No. 8.
8. The code of the country of location (country of residence) of the founder (shareholder) in accordance with the National Classifier of the Republic of Belarus OKRB-017-99 "Countries of the World".
9. Registered address (residential address) of the founder (shareholder).
10. Form of property of the founder (shareholder) which is a legal entity (republican, communal, private).
11. Tax identification number of the founder (shareholder) which is a legal entity of the Republic of Belarus.
12. The type of the founder (shareholder) (a bank or a non-bank credit and financial institution; an international financial institution; other international organization; the Council of Ministers of the Republic of Belarus; the National Bank; the Ministry of Economy; the State Committee on Property; other republican state administration body; state institution subordinated to the Government of the Republic

of Belarus; local executive and regulatory authority; other legal entity; individual).

13. Legal organizational form of the founder (shareholder) which is a legal entity (general partnership, partnership in commendam, limited liability company, double liability company, open joint-stock company, private company limited by shares, production cooperative (collective farm including), unitary enterprise, peasant (husbandry) farm, consumer cooperative, non-governmental and religious organizations (associations), funds, institutions, societies of legal entities and/or individual entrepreneurs (unions and associations), state associations (concerns; production, research and manufacturing or other associations) other forms).
14. Quantity of ordinary (common) shares of the bank held by the founder (shareholder), inclusive of target shares.
15. Quantity of preference shares of the bank held by the founder (shareholder), inclusive of target shares.

* To be filled in for each founder (shareholder) of the bank.

Annex 4
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

List of founders (shareholders) of the bank _____
(name of the bank)

Par value of shares _____ Belarusian rubles.

No.	Full name (name, given name, patronymic (if any) of the founder (shareholder))	Contribution, Belarusian rubles	Quantity of shares		Ownership ratio, per cent
			ordinary	preference	
1	2	3	4	5	6

Authorized person of the bank _____

(signature)

(initials, name)

(date)

Annex 5
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

DATA

on supposed beneficiary owners of the bank, either of which will become the same with regard to at least five percent of the bank shares

(name of the bank)

No.	Founders (shareholders) of the bank		Persons who are beneficiary owners of the bank (name, given name, patronymic (if any), country of residence, tax identification number, primary activity)	Interconnections between the bank, its shareholders (founders), shareholders (members, property owners), shareholders of the bank, and other beneficiary owners	Ratio of bank shares in direct and/or deemed holding of the beneficiary owner
	full and abbreviated name of the legal entity (name, given name, patronymic (if any) of the individual), other data	ownership ratio (ratio of the bank shares held by the shareholder to total number of the bank shares), percent			
1	2	3	4	5	6

*** *On paper carrier*

Authorized person of the _____
bank

(signature)

(initials, name)

(date)

Annex 6
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

CONFIRMATION

Documents for the state registration _____
(name of the bank (non-bank credit and financial institution))

on _____ sheets were accepted for consideration.

Head of the Registration
and Licensing Department

(signature)

(initials, name)

Annex 7
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking
(as amended by Resolution of the Board of
the National Bank No. 596 dated 30.11.2016)

Form
The National Bank

APPLICATION

Herewith I apply for the state registration of amendments and/or modifications made in the charter of _____

(name of the bank (non-bank credit and financial institution))

I confirm that:

amendments and/or modifications made in charter of the bank (non-bank credit and financial institution) comply with requirements of the legislation;

the electronic copy of amendments and/or modifications in charter of the bank (non-bank credit and financial institution) corresponds to its original in hard copy;

information contained in the documents submitted for the state registration, in particular, in the application, is reliable;

no borrowed funds and/or proceeds of crime are used for increase of the authorized capital of the bank (non-bank credit and financial institution);

no funds and other property provided by the bank (non-bank credit and financial institution) itself, and no funds and other property provided by any other persons/ entities are used for increase of the authorized capital of the bank in the event that the bank (non-bank credit and financial institution) has assumed the risks arising from provision of such funds and other property to the bank.*

I hereby ask to carry out the procedures in order to clarify whether the technical capabilities for banking transactions are available at the new location of

(the name of the bank

***);

(non-bank credit and financial institution)

Authorized person of the bank

(date)

(signature)

(initials, name)

* This information shall be indicated when making amendments and/or additions in the charter of the bank (non-bank credit and financial institution) related to increase of the authorized capital of the bank (non-bank credit and financial institution).

** This information shall be indicated when making amendments and/or additions in the charter of the bank (non-bank credit and financial institution) related to change of location of the bank (non-bank credit and financial institution) (location of the permanent executive body of the bank (non-bank credit and financial institution)).

Annex 8
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial Institutions
and Licensing of Banking

Form

List of shareholders participating in subscription for shares _____
(name of the bank)

Par value of shares _____ Belarusian rubles

No.	Full name (name, given name, patronymic (if any) of the founder (shareholder)	Amount of contribution, Belarusian rubles	Before subscription			Subscription				With regard for subscription		
			sum, Belarusian rubles	quantity of shares		sum, Belarusian rubles	quantity of shares		ownership percentage of shares	sum, Belarusian rubles	quantity of shares	
ordinary	preference	ordinary		preference	ordinary		preference					
1	2	3	4	5	6	7	8	9	10	11	12	13

Authorized person of the _____
bank

(signature)

(initials, name)

(date)

Annex 9 - withdrawn

Annex 10
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking
(as amended by Resolution of the
Board of the National Bank No.
596 dated 30.11.2016)

Form

National Bank of the Republic of Belarus

APPLICATION

I would apply for special permit (license) for conducting banking operations

(name of the bank (non-bank credit and financial institution))

containing the following list of banking operations:

1. _____

2. _____

... _____

I hereby ask to carry out the procedures in order to clarify whether the technical capabilities are available to carry out the specified banking transactions.

Information set forth in this application and enclosed documents is reliable.

(date)

(signature)

(initials, name)

Annex 10¹
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

National Bank of the Republic of Belarus

APPLICATION

I would apply for introducing amendments and (or) modifications in the list of banking operations contained in special permit (license) previously issued by

_____ (name of the bank (non-bank credit and financial institution))

The list of banking operations shall be amended as follows:

1. _____

2. _____

... _____

I hereby ask to carry out the procedures in order to clarify whether the technical capabilities are available to carry out the specified banking transactions.

Information set forth in this application and enclosed documents is reliable.

_____ (date) _____ (signature) _____ (initials, name)

Annex 11
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

National Bank of the Republic of Belarus

APPLICATION

I would apply for making the following amendments in special permit
(license) for banking issued to: _____
(name of the bank (non-bank credit and financial
institution))

not related to amendments in the list of banking operations specified therein:

1. _____
2. _____
- ... _____

Information set forth in this application and enclosed documents is reliable.

(date) (signature) (initials, name)

Annex 12
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

National Bank of the Republic of Belarus

APPLICATION

I would apply for a duplicate special permit (license) for banking issued to: _

(name of the bank

(non-bank credit and financial institution)

in connection with _____

(indicate the reason)

Information set forth in this application and enclosed documents is reliable.

(date)

(signature)

(initials, name)

Annex 13
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

National Bank of the Republic of Belarus

1	Information on the applicant (indicate relevant items by check mark «V»)				
1.1	Founder (shareholder) of the newly established bank		<input type="checkbox"/>		
	Manager (other person authorized in accordance with the bank charter to act in the name of the bank)		<input type="checkbox"/>		
	Representative acting on the grounds of the document evidencing of his/her authorities		<input type="checkbox"/>		
1.2	1.2.1. name	1.2.2. given name	1.2.3. patronymic (if any)		
1.3	Details of the document evidencing of authorities (for the manager, representative)				
	1.3.1. date of issue of the document	<input type="text"/>	<input type="text"/>	1.3.2. document number	<input type="text"/>
	acting in the name (name, given name, patronymic (if any) (designated name) of the person)				
1.4	Type of identity document				<input type="text"/>
	1.4.1. series (if any)	<input type="text"/>	1.4.2. number	<input type="text"/>	
	1.4.3. identification number (if any)				<input type="text"/>
	1.4.4. name of the state agency which is an issuer				<input type="text"/>

	1.4.5. date of issue							
1.5	Residential address (according to the identity document)							
	1.5.1. Zip code						1.5.2. city/town	
	1.5.3. district				1.5.4. settlement			
	1.5.5. street (avenue, etc.)							
	1.5.6. building		1.5.7. block (suite)			1.5.8. apartment (office)		
1.6	Contact information							
	1.6.1. telecommunication							
	code					number		
	1.6.2. fax							
	code					number		
	1.6.3. mobile phone							
	code					number		

APPLICATION

2	I apply for approval of the bank name(s)							
2.1	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____ abbreviated – _____							
2.2	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____ abbreviated – _____							
2.3	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____							

	abbreviated – _____
2.4	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____ abbreviated – _____
2.5	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____ abbreviated – _____
2.6	In the Russian language: full – _____ abbreviated – _____ In the Belarusian Language: full – _____ abbreviated – _____
...	

Signature	
Date	

Annex 14
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

INFORMATION

on the members of the board of directors (supervisory board), collective executive body (if any), head of the bank and chief accountant of the bank, their deputies, officials responsible for risk management, officials responsible for internal control of the bank, head of the internal audit service appointed (elected) as of the date of application submission

No.	Name, given name, patronymic (if any)	Position	Document on assignment to the position, its date and number	Дата date of taking the office
1	2	3	4	5

Authorized person of the bank _____
(signature)

(initials, name)

(date)

Annex 15
to the Instruction
On the State Registration of Banks
and Non-Bank Credit and Financial
Institutions
and Licensing of Banking

Form

National Bank of the Republic of Belarus

APPLICATION

I hereby ask to adopt the decision for making a record in the Unified State Register of Legal Entities and Individual Entrepreneurs striking

(full (abbreviated) name of the bank

(non-bank credit and financial organization)

off the Unified State Register of Legal Entities and Individual Entrepreneurs.

Liquidation commission members (liquidator) information:
The Chairperson of the liquidation commission (the liquidator)*

Liquidation commission members *: _____

Liquidation commission (liquidator) location: _____

In addition, I hereby inform with regard to the matters as follows:	Yes	No
Indebtedness on filed claims of depositors and other bank's creditors		
Unexecuted judgements of courts and other authorities, uncompleted court trials		
Indebtedness on payments collected by taxation authorities for the budget		
Indebtedness on payments for the budget of the governmental extrabudgetary fund of social protection of population of the Republic of Belarus		
Indebtedness on mandatory insurance		
Unpaid customs payments		

The Chairperson of the liquidation commission (the liquidator)

(date) (signature) (initials, surname)
Seal**

Liquidation commission members:

_____ (date)	_____ (signature)	_____ (initials, surname)
_____ (date)	_____ (signature)	_____ (initials, surname)

* Surname, given name, patronymic (if any), personal identification document details such as series (if applicable), number, ID number (if applicable), the state authority being the document issuer, issuance date, place of residence (according to the personal identification document), contact telephone, e-mail address.

** The liquidation commission (the liquidator) is entitled to affix a seal.