
List of documents

1. For legal entities:

- 1.1. Application form for a legal entity;
- 1.2. Constituent documents (registration certificate, Articles of Association, Memorandum of Association, etc.) with registered amendments and supplements;
- 1.3. Documents certifying the passive legal capacity of the legal entity according to the laws of the country where this legal entity is established, in particular: an extract from the trade registry (issued no later than 3 (three) months before the date when the documents are presented);
- 1.4. A document certifying the registered address of the legal entity (issued no later than 6 (six) months before the date when document is presented);
- 1.5. Documents certifying the effective powers of the company manager (person entitled to the person entitled to represent the legal person); (issued no later than 6 (six) months before the date when the documents are presented);
- 1.6. Licenses (if any);
- 1.7. Notarized powers of attorney for attorneys (if any);
- 1.8. Documents certifying the ownership structure of the legal entity, which shall also include data of the ultimate beneficiaries (issued no later than 6 (six) months before the date when the documents are presented);
- 1.9. Copies of identification documents of all the persons who have right of signature and of the beneficiaries, as well as the copies of the documents certifying places of residence of the persons who have right of signature on behalf of the legal person;
- 1.10. For the Clients who receive their income from operations or financial instruments which are subject to taxation in Russian Federation:
 - Tax residence certificate or other document as a proof of the tax residence for the current tax period (calendar year). The document is to be provided annually.
 - Documents that prove the payment of tax dues in the country specified in the tax certificate (for example, tax authority reference certifying tax dues payment).
 - A letter from the client (or the end income recipient/beneficiary) which confirms the following:
 - There are no contractual or legislative obligations of the client (or the end income recipient/beneficiary) to the 3rd parties or other limitations of the client's (beneficiary's) rights for the use of income received from the Russian companies in the form of dividends or else.
 - The client (or the end income recipient/beneficiary) is entitled to independently dispose of the received income.
 - There are no contracts between the client (or the end income recipient/beneficiary) and the third parties or any other agreements for further transfer of the funds to the third parties (who's residence at the time of registration is such a country or a jurisdiction with which Russia does not have a bilateral agreement on double tax avoidance).
 - The client (or the end income recipient/beneficiary) guarantees that he/she complies with the tax obligations according to the tax legislations of the country, which issued the tax certificate.
 - The client (or the end income recipient/beneficiary) is responsible for timely provision of the documents necessary for tax benefit claims in the Russian Federation at least once a year.
 - The client (or the end income recipient/beneficiary) entitles KIT Finance Europe and KIT Finance (JSC) to process personal and confidential data as well as to transmit it to the third parties in the context of cooperation with the Federal Tax service of Russian Federation according to the Terms and Conditions of rendering investment services by KIT Finance Europe and KIT Finance (JSC).

In case the Client doesn't provide such a document or fails to provide it to the Investment firm on time, the a Russian tax agent will charge and withhold the amount of tax at a maximum rate implied by the Tax Code of Russian Federation.

2. For individuals:

- 2.1. Application form for a natural person.
- 2.2. Copy of identification document;
- 2.3. Copy of a document certifying place of residence;
- 2.4. Notarized powers of attorney to attorneys (if any);
- 2.5. For attorneys: copies of identification documents, application form for a natural person. Copy of a document certifying place of residence.
- 2.6. For the Clients who receive their income from operations or financial instruments which are subject to taxation in Russian Federation: tax certificate or other document as a proof of the tax residence for the current tax period (calendar year). The document is to be provided annually.

In case the Client doesn't provide such a document or fails to provide it to the Investment firm on time, the a Russian tax agent will charge and withhold the amount of tax at a maximum rate implied by the Tax Code of Russian Federation.

Copies of specified documents must be certified by notary or the employee of the Investment firm who accepts the document provided that the original documents are presented with an apostille or legalization in a consulate, unless it is otherwise stipulated by an international contract between Estonia and the country of registration / citizenship of the Client.

Internal documents of the Client (minutes, decision on appointment of director(s), ownership structure etc.) may be provided as the originals or as notarized copies or as copies certified by the Client.

If only a part of the document relates to identification of the Client or determination and identification of the beneficiary or otherwise, then a certified extract from the document may be provided. If copies of documents are provided, the Investment firm may require the original documents to be provided for examination.

If the official authorized to act on behalf of the legal entity is another legal entity, the documents shall be provided for both legal entities.

The documents shall be provided in Estonian, Russian, or English language. If they are made in another language, the documents shall be provided with a translation into Estonian, Russian, or English language with an apostille or legalization in a consulate, and the translation shall be certified by a notary, unless it is otherwise stipulated by an international contract between Estonia and the country of registration/citizenship of the Client.

In particular, the additional authentication (apostille or legalization) is not required for the documents issued on the territory of Russian Federation, Ukraine, Lithuania, Latvia, Poland.

The documents to be submitted to the tax agents in Russian Federation (clause 1.10 and 2.6 of the present Appendix) shall be translated into Russian language with an apostille or legalization in a consulate, and the translation shall be certified by a notary, unless it is otherwise stipulated by an international agreement between Russian Federation and the country of registration/citizenship of the Client (end recipient of the income coming from financial instruments).

Throughout upgrading the client's identification data is permitted to submit copies of the above documents through [Personal account](#) or using other method in accordance with the Terms and Conditions. In case of changing the client data, or its representatives, especially documents according to the clauses 1.5, 1.9, 2.2, 2.4 and 2.5 of this Annex, the Investment firm accepts only originals or copies of the documents, taking into account the requirements of this Annex.

AS KIT Finance Europe reserves the right to request other additional documents and/or documents in other forms not listed in this Appendix to Terms and Conditions of rendering investment services (in particular Certificate of Good Standing, Certificate of Incumbency, requirement of originals (copies) of the documents, rendered through [Personal account](#), etc.).