

## **Completion of a card of authorized signatures and seal sample of a non-resident legal entity**

The card should consist of one sheet (face and reverse sides).

The card should be completed with the use of a typewriter or a computer, font color is black, or with a ball pen using black, blue or violet ink. Use of a facsimile signature to fill in the card fields is not allowed.

**Client is to fill in the following fields:**

### *I. Face side of the card:*

#### **- “Account Holder” field**

Enter full name of a non-resident legal entity in accordance with its founding documents.

#### **- “Address (residential address)” field**

Enter address where a permanent executive body (director, president etc.) of a non-resident legal entity is actually located.

#### **- “Telephone” field**

Enter telephone number (including country code and area code). It is allowed to enter more than one telephone number of a non-resident legal entity.

### *II. Reverse side of the card*

#### **- “Short name of account holder” field**

Enter abbreviated name of a non-resident legal entity in accordance with its founding documents. If there is no abbreviated name of a non-resident legal entity, enter full name of a non-resident legal entity (identical to that specified in the “Account holder” field on the face side of the card).

#### **- “Full name” field**

Enter in full the surname, given name and patronymic (if any) of persons having the right of first signature (in the “First signature” box) and second signature (in the “Second signature” box). The number of persons having the right of first and second signature is unlimited. One individual may not be empowered with the right of both first and second signature.

Accordingly, if the card contains names of persons having the right of first signature and names of persons having the right of second signature, then any payment documents presented by a non-resident legal entity will only be accepted by the Bank for execution if signed jointly by one of the persons having the right of first signature and one of the persons having the right of second signature.

The “First signature” box of the “Full name” field is to be filled in invariably. At the same time, a non-resident legal entity may have no persons having the right of second signature (in the “Second signature” box). In this case, the following wording is to be entered in the “Second signature” box: “No person having the right of second signature”.

Accordingly, if the card contains names of persons having the right of first signature only, then any payment documents presented by a non-resident legal entity will be accepted by the Bank for execution if signed by one of the persons having the right of first signature.

#### **- “Authorized signature” field**

Persons named in the “First signature” and “Second signature” boxes should affix their handwritten signatures in this field. Each person should sign opposite his/her surname, given name or patronymic (if any). Empty lines should be filled with a dash.

#### **- “Date of execution” field**

Enter day, month and year of completion of the card. This date should be the same as the date when signatures of persons named in the card as those having the right of first and second signature are certified to be authentic.

**- “Client’s signature” field**

This field contains handwritten signature of the CEO of a non-resident legal entity or of a person acting as the CEO, who represents a non-resident legal entity without power of attorney in accordance with the law and founding documents.

Instead of the CEO’s signature, this field may contain a handwritten signature of a person acting as a representative of a non-resident legal entity. Such representative should have a power of attorney authorizing him/her to open an account with the Bank. In this case, the “Client’s signature” field should also contain the number (if any) and date of relevant power of attorney.

**- “Seal sample” field**

This field contains a sample impression of the seal of a non-resident legal entity. The sample of the seal impression affixed to the card should be clear and correspond to the seal of a non-resident legal entity.

If the laws of a foreign country do not provide for an obligation to have a seal, a non-resident legal entity will have the right not to affix an impression of a seal, specifying in the “Seal sample” field that it has no seal.

The rest of the fields on the card are to be completed by persons authenticating the signatures of authorized representatives of a non-resident legal entity (“Notarization” field), and by the Bank.

Handwritten signatures of persons having the right of first or second signature may be authenticated by:

- a notary or relevant competent authorities (officials) in accordance with the laws of a country, where a non-resident legal entity is incorporated, subject to Apostille (if a country is a party to the Hague Convention of October 5, 1961) or legalization in the embassy (consulate) of the Russian Federation in the country of residence of a legal entity in question<sup>1</sup>;
- officials of the RF consular institutions abroad;
- a notary in the Russian Federation.

A person authenticating the signatures of authorized representatives of a non-resident legal entity on the card should specify in full his/her position (capacity), surname, given name and patronymic (if any); position, name of non-resident legal entity, surname, given name and patronymic (if any) of a person (persons), whose signature(s) is (are) put in his/her presence; date (day, month, year) and handwritten signature affixed with a seal (stamp).

Signatures of all the persons named in the card as having the right of first or second signature must be authenticated by the same notary (competent authority/official).

A card with fields completed in a foreign language should be presented to the Bank together with its translation into Russian (including the Apostille, surnames, given names and patronymics, if any) certified by a notary (who should certify the accuracy of translation/authenticity of translator’s signature)<sup>2</sup>.

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<sup>1</sup> Documents having no Apostille or legalization are allowed in certain cases provided for by the international treaties on legal assistance and (or) the laws of the Russian Federation, .

<sup>2</sup> Notarial act is to be performed by a Russian notary.