



LIST OF DOCUMENTS AND INFORMATION

Edition: 01

Effective date:
03.12.2024**1 Conclusion/renewal of agreement on Registry keeping of holders (nominees) of registered securities (hereinafter “Registry keeping”)****1.1 Conclusion of Registry keeping agreement**

Nº	Description
1.	Application for conclusion of the Registry keeping agreement
2.	Issuer state registration document (including all inserts to the RA state registration certificate)
3.	Charter or any other founding document
4.	Proof of the authorities of the head of executive body
5.	Proof of the identity of the head of executive body
6.	Certificate of tax identification number (TIN); for non-resident issuers a similar proof of tax ID is required (if any)
7.	Proof of availability (publication) of securities certificates
8.	List of the registered holders of securities or their nominees (including the restrictions of rights over the securities) in electronic and paper form prepared based on the results of placement finalized and recorded as of document submission date (including the name, surname or company name, passport details of the holder/nominee or proof of state registration (except for state authorities), number of votes of holders of the given class of securities (if any)).
9.	Documents on restriction of rights to securities or their copies (if any)
10.	In case the Issuer fails to execute or complete or partially executes additional placement of previously allocated securities, or fails to record the final outcome results, the Issuer’s decision on issue of the securities that are in the process of placement, including the description of the securities (class or otherwise the type, quantity, nominal value, etc.), procedure and terms of placement shall be provided to the Bank
11.	Application for assignment of International Securities Identification Number (ISIN) or Securities Identification Number (SIN) issued to the given securities by the Central Depository (if any), if no changes have been made in the details of the previously issued International Securities Identification Number (ISIN) or Securities Identification Number (SIN)
12.	Power of attorney (for the authorized person)
13.	Identity document of the authorized person
14.	Information on the Issuer’s payment agent authorized to make payments on behalf of the Issuer, in favor of securities owners (if any)
15.	For resident issuers also: a. Information (if not available in the articles of incorporation) on shareholders and members owning 10% or above voting shares of the company, such information provided by the authorized body (registrar or another registering authority), including copies of identity documents. The information specified in this clause is not required for open joint-stock companies who provide evidence of listing on a regulated exchange (required in case the Bank does not possess such information as an Account operator); b. Copy of the beneficial owners' identity documents; c. Client information form (required for first-time clients).
16.	For non-resident issuers also: a. Certificate issued by the registering authority on the head(s) of the executive body and shareholders owning 10% or above voting shares of the company, or a Certificate of Incumbency, containing such information thereof; b. Copies of documents for identification of real beneficiaries and individuals owning 10% or above voting shares of the company (individual person identity document, legal entity charter or its substitute and



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proof of registration issued by the authorized body);
c. Client information form (required for first-time clients).

1.2 Renewal of Registry keeping agreement

Nº	Description
1.	Application for renewal of Registry keeping agreement which considered also a documents acceptance act (if the application is accepted by the Bank)
2.	Issuer state registration document (including all inserts to the RA state registration certificate)
3.	Charter or any other founding document
4.	Proof of the authorities of the head of executive body
5.	Proof of the identity of the head of executive body
6.	Certificate of tax identification number (TIN); for non-resident issuers a similar proof of tax ID is required (if any)
7.	Application for assignment of International Securities Identification Number (ISIN) or Securities Identification Number (SIN) issued to the given securities by the Central Depository (if any), if no changes have been made in the details of the previously issued International Securities Identification Number (ISIN) or Securities Identification Number (SIN)
8.	Information on the Issuer's payment agent authorized to make payments on behalf of the Issuer, in favor of securities owners (if any)
9.	Proof of the fulfillment of the liabilities in the system (if any)
10.	Power of attorney (for the authorized person)
11.	Identity document of the authorized person
12.	For resident legal entities also: a. Information (if not available in the articles of incorporation) on shareholders and members owning 10% or above voting shares of the company, such information provided by the authorized body (registrar or another registering authority), including copies of identity documents. The information specified in this clause is not required for open joint-stock companies who provide evidence of listing on a regulated exchange (required in case the Bank does not possess such information as an Account operator); b. Copy of the beneficial owners' identity documents; c. Client information form (required for first-time clients)
13.	For non-resident legal entities also: a. Certificate issued by the registering authority on the head(s) of the executive body and shareholders owning 10% or above voting shares of the company, or a Certificate of Incumbency, containing such information thereof; b. Copies of documents for identification of real beneficiaries and individuals owning 10% or above voting shares of the company (individual person identity document, legal entity charter or its substitute and proof of registration issued by the authorized body); c. Client information form (required for first-time clients).

2 Registration of corporate actions and operations for securities placement

2.1 Placement of securities

Nº	Description
2.1.1 Placement of securities outside the regulated markets	
1.	Securities placement order



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2.	Application for assignment of International Securities Identification Number (ISIN) or Securities Identification Number (SIN)
3.	Issuer's decision on issue (placement) of securities, the procedure and terms of issue and placement (to be included in or enclosed with such decision)
4.	Issuer's decision on approval of the outcome of placement if such approval is required by the legislation for the given class of securities
5.	Document certifying state registration of the outcome of placement where outcome of placement is subject to state registration
6.	Amendment to the charter where the charter is subject to amendment due to placement
7.	Power of attorney and identity document of the authorized person (if any)

2.1.2 Placement of securities on the regulated markets

1.	Securities placement order
2.	Application for assignment of International Securities Identification Number (ISIN) or Securities Identification Number (SIN)
3.	Issuer's decision on approval of the outcome of placement if such approval is required by the legislation for the given class of securities
4.	Issuer's written instruction and copy of the Regulated market operator's decision on placement of securities, specifying the placement start and end dates or procedure for specifying such dates

2.2 Corporate actions

Nº	Description
2.2.1 Corporate actions related to change of nominal value, consolidation, split, conversion of the securities of one class (type) into another class (type) of securities according to the Issuer's decision	
1.	Securities conversion order
2.	Issuer's decision on corporate actions, the order and terms of securities conversion (to be included in or enclosed with such decision)
3.	Issuer's decision on issue (placement) of the securities where a placement is performed for conversion of the securities (if such conversion is followed by placement of the given securities)
4.	Document describing procedure and terms and conditions of buyback of fractional stock issued due to consolidation (if the securities have been converted by means of consolidation)
5.	Document certifying state registration of the corporate action
6.	Charter or amendments to the charter
7.	Power of attorney and identity document of the authorized person
2.2.2 Corporate actions related to reorganization	
1.	Securities conversion order
2.	Issuer's decision on reorganization, the document certifying the results of reorganization as well as the order and terms of reorganization and securities conversion (to be included in or enclosed with such decision)
3.	Document on state registration of the termination of the company ceasing to exist due to corporate action
4.	Charter or document certifying the amendment to the charter and state registration of the company continuing to exist after reorganization, including the copy of state registration of such amendment
5.	Duly certified copy of the Company charter established after reorganization, including the copy of state registration
6.	Power of attorney and identity document of the authorized person



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1.	Application and order for purchase/buyback of securities
2.	Decision of the corresponding body on the corporate action
3.	Power of attorney and identity document of the authorized person

2.2.4 Corporate actions related to mandatory sale of shares

1.	Copy of resolution of the Issuer's shareholders general meeting
2.	Securities buyback and assignment order
3.	Copy(ies) of document(s) certifying the depositing of amounts payable for buyback of securities and other documents prescribed by the RA legislation. It shall contain at least the name, number of the special account, and information on the right of the securities owner to the deposited amounts thereto.

2.2.5 Corporate actions related to mandatory purchase of shares

1.	Copy of resolution of the Issuer's general meeting
2.	Issuer's securities purchase order (FOP or DVP)
3.	Shareholders' securities sale order (FOP or DVP)
4.	Other documents prescribed by the RA legislation

2.2.6 Corporate actions related to redemption or annulment of securities

1.	Securities redemption/annulment order
2.	Issuer's decision on the corporate action
3.	Copy of document certifying state registration of the corporate action (if outcome of placement is subject to state registration)
4.	Copy of charter or amendment to the charter (if the corporate action outcome is included in the charter thereto)
5.	Power of attorney and identity document of the authorized person

3 Termination of Registry keeping agreement

Nº	Description
1.	Application to the head of the executive body of the Central Depository for termination of Registry keeping agreement
2.	Reference by the legal entity state registration authority or any other similar document (if termination of the Registry keeping agreement is proved by a respective state registration)

4 Provision of information from operational system

Nº	Description
1.	Application for submission of the List of holders (nominees) of securities of the Issuer, including the following mandatory information: 1) Issuer name, International Securities Identification Number (ISIN) or Securities Identification Number (SIN) or the securities class and/or type; 2) List record date, 3) Information effective date; 4) List in electronic or paper form (by post or by hand).
2.	Power of attorney and identity document of the authorized person

5 Editing data in operational system



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5.1 For Issuer as client	
1.	Issuer data change order
2.	Copy of document certifying state registration of the change (if subject to state registration)
3.	Charter or duly certified copy of the amendment to the charter (if included in the charter)

6 Additional services

Nº	Description
1.	Application for signing a respective service agreement attaching documents necessary and required by applicable laws for provision of that service
2.	Documents containing provisions on restriction of securities rights or exercise of priority right, required by the applicable laws of Armenia (including charter, agreement, covenant, resolution of general meeting, etc.). Where there is no separate procedure defined by the issuer for exercise of priority right, request on application of the relevant provisions of the laws and regulations of Armenia to the exercise of priority right and its supervision.

General provisions

1. Where necessary, the Bank may request additional documents and information for rendering of the aforesaid services.
2. The Client shall submit originals of the documents, if the Bank is unable to acquire them independently, or copies of the documents, if such a requirement is provided for by this List. An authorized representative of the Bank shall affix an inscription on a copy of the original: "True copy".
3. Documents, submitted by non-resident issuers, must be apostilled or attested by the Republic of Armenia diplomatic mission or consulate to the foreign state, or for CIS countries and Georgia, notarized. Any document that may be downloaded from respective official websites or authenticated by a QR-code or a software should not be further apostilled or attested. Documents may be submitted without an apostille if submitted as originals of requests and orders (or letters submitted personally and signed by the client) under the aforesaid services. All documents in a foreign language must be accompanied by a notarized translation. No translation is required if the document is submitted in Russian or English.