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Documents and Data Required from Potential Lessees		Version 2	
		Effective date: October 25, 2016	

Re-approved by  
Management Board decision  
#02/33/16 as of October 19, 2016  
Chairman of the Management Board – General  
Director A. Hanesyan \_\_\_\_\_

No	Name	Notes
	<b>List of Incorporation Documents</b>	
1.	Lease application	
2.	Copy of the charter as amended and supplemented***	
3.	Copy of the state registration certificate***	
4.	Tax identification number (TIN) certificate ***	
5.	Passport of the individuals holding 10% and more equity interest in the share capital of the company, director and chief accountant (copies); copies of the charter, registration certificate and passport of the director (for legal entities having 10% or more equity interest)***	
6.	For LLCs: reference on shareholding and amendments to charter, issued by the state registry For OJSCs: reference from the state depository For CJSCs: extract from the register****	
7.	Resolution of the general meeting on acquisition of property by leasing	
8.	Invoice or commercial proposal of the supplying company, copy of supply agreement	
9.	Document certifying the right to use commercial premises (certificate of ownership or lease; agreement)	
10.	Licenses and patents (for licensed or patented activities)	
11.	Financial statements for the latest reporting period, certified by the tax authority, in the form approved by the Republic of Armenia Ministry of Finance and Economy	
12.	Tax clearance certificate	
13.	Environmental impact assessment report, technical safety report, examination reports, feasibility studies, etc., required under the applicable Armenian laws and regulations and/or the bank's bylaws and regulations (if the company's activity is associated with high environmental risks)	
14.	Natural resources operation agreements and other ecology-related agreements, permits, certificates, licenses, etc., required under the applicable Armenian laws and regulations	
15.	Other documents upon request	
	<b>Description of the Lessee's business</b>	
1.	Account statements of the company's cash flows with other banks (for the previous year and current period)	
2.	Copies of agreements on outstanding loans and advances with other banks, data on outstanding liabilities	
3.	Annual sales volumes on monthly basis (for the previous year and	

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	current period)	
4.	Expenses of the company (itemized) on monthly basis (for the previous year and current period)	
5.	AR and AP aging report	
6.	Sale/supply agreements, orders, invoices, other documents supporting the normal process of sales	
7.	Forecast of inflows and expenses	
8.	Other documents upon request	

- \* No need to provide additional data which is already enclosed in the lease application
- \*\* Where the fields of the lease application are too small to embrace the total required information, please, provide the additional data on a separate sheet and attach it to the application.
- \*\*\* N/a if you've already provided the document with its most recent amendments to the bank
- \*\*\*\* May be submitted after approval.